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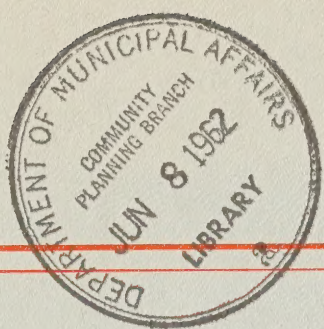




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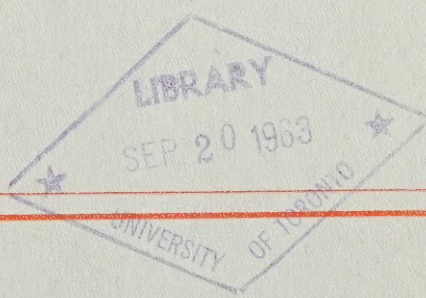


DEPARTMENT OF MUNICIPAL AFFAIRS

(*Twenty-eighth*)

# ANNUAL REPORT

(FOR THE YEAR ENDING DECEMBER 31, 1961)









THE DEPARTMENT OF MUNICIPAL AFFAIRS

TWENTY-EIGHTH ANNUAL REPORT

For the year ending December 31, 1961





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GENERAL ACTIVITIES OF  
THE DEPARTMENT OF MUNICIPAL AFFAIRS

The three-fold principle underlying the operations of the Department is to provide Ontario's 979 municipalities with advice and direction, when they request it; to give close supervision to newly established municipalities where necessary; and to administer such Acts related to municipal operations as the Legislature directs.

The Department was organized in 1935 to exercise supervisory control over some 39 defaulting municipalities. During the years since then the scope of the Department's activities and its facilities have so broadened that now problems involving practically every phase of municipal administration are continually brought to the Department both by elected and appointed municipal officials.

During 1960 Mr. Lorne R. Cumming, M.A., Q.C., became Deputy Minister; Mr. C. W. Yates, Q.C., General Municipal Counsel; Mr. J.W.P. Carter, B.A., Assistant Deputy Minister, Administration; Mr. Paul Hickey, C.A., Assistant Deputy Minister, Finance. The Community Planning Branch of the Department of Planning and Development, under the direction of Mr. A.L.S. Nash, became part of the Department. The Ontario Water Resources Commission under the chairmanship of Mr. A.M. Snider was placed under the Minister of the Department.

The Honourable Frederick M. Cass, Q.C., was sworn in as Minister of Municipal Affairs on November 9th, 1961.

## BRANCHES AND DIVISIONS OF THE DEPARTMENT

The Department is divided into:

1. Municipal Administration Branch
2. Municipal Assessment Branch
3. Municipal Auditing and Accounting Branch
4. Main Office Branch
5. Legal Branch
6. Community Planning Branch

The Minister of Municipal Affairs is charged with the administration of:

1. The Ontario Municipal Board
2. The Municipal Advisory Committee
3. Ontario Water Resources Commission

## DUTIES OF BRANCHES AND DIVISIONS

### 1. Municipal Administration Branch

- (a) Complete Supervision of Defaulting Municipalities
- (b) Formation and Supervision of Improvement Districts
- (c) Payments to Designated Mining Municipalities
- (d) General Assistance
- (e) Departmental Approval of the following:
  - 1) Municipal pension plans
  - 2) Special municipal undertakings
  - 3) Federation of Agriculture rates
  - 4) Licensing of salesmen
  - 5) Annual allowances for local boards
  - 6) Remuneration of police village trustees
  - 7) Security furnished by municipal officers
  - 8) Publication of statements of revenues and expenditures
  - 9) Yearly municipal estimates
  - 10) Reserve Funds
  - 11) Contributions re expenses incurred by corporation re  
proposed subdivision of land
  - 12) Forms of notices, by-laws, etc.
  - 13) Acquiring or disposing of industrial sites
  - 14) Tax on mine or mining work
  - 15) Salary of Members - Independent Parking Authority
  - 16) Destruction of Records
  - 17) Powers of Township to Assess on Basis of Cross Receipts



DUTIES OF BRANCHES AND DIVISIONS (cont'd)

(f) Administrative Assistance to Municipalities

- 1) General, Advisory and Administrative
- 2) The Closing of Roads
- 3) Municipal Courses
- 4) Tile Drainage

(g) Tax Registration

2. Municipal Assessment Branch

- (a) Establishing Equalization Factors
- (b) Equalization of Assessment and The Homes for the Aged Act
- (c) Valuations of Ontario Government and Ontario Hydro Property
- (d) Designated Mining Municipalities
- (e) Establishing a basis of equalized assessment throughout  
Ontario
- (f) County Assessment System
- (g) Special Projects
- (h) General assistance to municipalities in assessment problems
- (i) Approval of by-laws

3. Municipal Auditing and Accounting Branch

- (a) Improvement of municipal auditing and accounting practices
  - 1) Licensing of auditors
  - 2) Improvement of auditing procedures
  - 3) Study of municipal audit reports
  - 4) Visits to municipal accounting departments
  - 5) Lectures at municipal courses, etc.
  - 6) Assist new municipalities to set up original accounting  
records
- (b) Preparation and publication of municipal statistical data

## DUTIES OF BRANCHES AND DIVISIONS (Cont'd)

1) The Annual Report of Municipal Statistics

2) The Municipal Directory

(c) Verification of claims for subsidies and grants

1) Winter works unemployment projects

2) Payments in lieu of taxes

3) Municipal winter works incentive programme 1960-61

(d) Special Projects

4. Main Office Branch

(a) Personnel

(b) Accounts and Payrolls

(c) Records and Mail Section

(d) Research

(e) Fox Bounties

5. Legal Branch

(a) Library

6. Community Planning Branch

This Branch assists and advises local communities in all phases of their physical planning, so that they may become more attractive and more efficient.

The means of attaining this objective includes:

1) Conducting a programme of public education through various channels

2) Working closely with municipal councils and other local agencies in creating local planning organizations

3) Offering guidance to local communities through the administration of The Planning Act 1955, and through consultation with local planning officials on practically

## DUTIES OF BRANCHES AND DIVISIONS (cont'd)

every detail and every aspect of the subject.

- 4) Co-ordinating local planning with the plans and policies of Provincial and Dominion Government agencies.
- 5) Conducting studies of special areas to secure information for future development.
- 6) Planning and design of new townsites in connection with the development of natural resources.

### 7. The Ontario Municipal Board

The activities of this body are laid down to The Ontario Municipal Board Act and are so numerous as to form a separately published report.

### 8. The Municipal Advisory Committee

This is a Committee composed of a chairman and 5 members from different municipalities across Ontario, the duty of which is to advise the Minister of Municipal Affairs on all questions related to municipalities.

### 9. Ontario Water Resources Commission

Broadly speaking the task of the Commission is:

- 1) to develop and make available supplies of water
- 2) to construct and operate systems for the supply, purification and distribution of water and for the disposal of sewage.
- 3) to enter into agreements with respect to the supply of water or the disposal of sewage.
- 4) to conduct research programmes and to prepare statistics for its purposes.
- 5) to perform such other functions as may be assigned to it by the Lieutenant-Governor in Council.



THE MUNICIPAL ADMINISTRATION BRANCH



## THE MUNICIPAL ADMINISTRATION BRANCH

During 1961 the operations and duties of the Development and Special Projects Branch were combined with those of the Municipal Administration Branch; the personnel of the Development and Special Projects Branch being absorbed by the latter.

The activities and responsibilities of the Branch for the year 1961 includes:

### (a) Municipal Administration

#### (1) Municipalities Subject to Financial Difficulties

When municipalities have defaulted in the payment of indebtedness or are facing financial difficulties as described in The Department of Municipal Affairs Act they may be made subject to certain special jurisdictional powers exercisable by the Department. Then it is the Department's duty to exercise stringent control over the corporate actions of the municipal council and over the administration of the municipality. The ultimate goal of such supervision is the restoration of a sound financial condition and subsequent restoration of the autonomy of the municipality. Since 1932 thirty-nine municipalities, together with several school boards, have been placed under this direct supervision. However, the last of these were released from supervision in 1956. During 1961 the Branch continued to discharge its responsibilities in respect to the limited oversight of the financial affairs of the Town of Thessalon, made subject to such oversight under an Ontario Municipal Board Order. Also on August 21, 1961 the Township of Matachewan was placed under the supervision of the Department by O.M.B. Order P.F.N-2179-61 dated August 21, 1961.



(2) Improvement Districts

In 1944 the Legislature provided for the formation of a new type of municipality to be known as an Improvement District, particularly adaptable to those parts of the Province where little if any form of municipal government exists. The governing body is a Board of Trustees appointed by the Lieutenant-Governor in Council and acts in lieu of an elected municipal council. Improvement Districts are subject to the same Departmental oversight as is applicable to defaulting municipalities. The ultimate object is the establishment of an efficient local administration capable of exercising effective local autonomy. Since and including 1944 thirty Improvement Districts have been incorporated and of these six subsequently became Townships - Mountjoy, Atikokan, Cardiff, Terrace Bay, Red Lake and Kendrey; two have become villages - Iron Bridge and Wasaga Beach, and two have obtained town status, Ajax and Deep River. The schedule giving details of twenty Improvement Districts currently in existence follows:

# IMPROVEMENT DISTRICTS

Name	Date Erected	Population	Chairman	Vice-Chairman	Member	Secretary-Treasurer	Address
BALMERTOWN	Oct. 2, 1950	1,577	O.J. Matthews	E.E. Pine	F.J. Fulton	W.R.B. Trow	Box 151, Balmertown
BEARDMORE	May 1, 1945	1,125	T. Kelly	J. Katajamaeki	N. Kilburn	E. Ryland	Box 9, Beardmore
BICROFT	Jan. 1, 1958	905	Mrs. M.L. Beauford	J.M. Thompson	H.J. Johnson	Miss M.L. Hamford	Cardiff
CAMERON	July 31, 1944	190	K. McMartin	C. Blair	D.P. McMeekin	Mrs. A. Blair	R.R. 1, Mattawa
DORION	Jan. 1, 1951	479	John Gardner	vacant	E. Swanson	J. Syrington	368 Serrey St., Port Arthur
ELLIOT LAKE	Sept. 1, 1955	15,690	E. Patterson	P.R. Jewell	C. Fortman	P.L. Brown	Mass Bldg. Elliot Lake
GAUTHIER	May 31, 1945	253	J.H. Botaford	J.P. Ford	R. Asplund	J.P. Ford	Dobie
KINGHAM	Dec. 31, 1944	66	W. Vancleave	H.C. Farstad	D. Bartick	L. Belomaha	Naveli
KINGSFORD	Aug. 31, 1944	107	R. Alexander	C. Smith	E. Smith	E. Spicer	R.R. 2, Emo
LANGGLAC	Jan. 1, 1952	1,055	R.B. Loughlan	P. Lemieux	R. Watson	Lil. Skinner	Box 336, Langlac
MARITOWADGE	Nov. 1, 1954	2,480	W. Harrison	H.H. McOmald	R.S. MacFadden	P. Radford	Maritowadage
MARATHON	Dec. 30, 1946	2,538	L.D. Irwin	F. Talarico	A. Gordie	G.S. Wilkinson	Marathon
MCCARRY	July 1, 1946	2,944	V.W. Slater	L.E. Locke	R.F. Pugliese	A.T. Hodges	Virginistown
NAKINA	Jan. 1, 1957	799	J. Popowich	E. McKillop	vacant	C.H. Scotten	Nakina
ONAPING	Jan. 1, 1956	1,065	E.G. Jarvis	T.V. Flaherty	R.J. Beaudry	R. Bondett	Onaping
RED ROCK	July 15, 1945	1,740	K.G. Leberge	D. Roy	O. Inget	A. Phillips	Municipal Office, Red Rock
RENABIE	Sept. 1, 1947	416	M.I. Brown	vacant	R.L. Scott	R.L. Scott	Renabie
SIOUX NARROWS	Aug. 31, 1944	355	C. Gaudry	J. Hagen	G. Dion	Mrs. E. Larson	Sioux Narrows
VAL ALBERT	Dec. 31, 1954	2,526	Earl Newton	M. Gauthier	T. Tremblay	J.J. Trotter	Box 100, Val Albert
WHITE RIVER	Jan. 1, 1959	818	N. Bracci	E.J. Linklater	R.K. Parent	R.G. Healey	Box 97, White River





(2) Improvement Districts (cont'd.)

A great deal of time and effort has been required relative to the affairs of the Improvement District of Elliot Lake which was formed to provide housing and municipal services for the employees of the uranium mines in the area.

Due to lack of habitation, with the exception of one or two cottages, no form of local government was in existence in this area previously. However, from the date of its erection, September 1, 1955 to September 31, 1959, the population of the Improvement District had grown to approximately 25,000. Owing to the cancellation of uranium contracts and subsequent closing of certain uranium mines at Elliot Lake, the population has now decreased to approximately 10,500. This tremendous population growth and decrease in such a short time has produced severe financial and practical problems. The provision of municipal services for a population of 25,000 which is now reduced to 10,500 has resulted in a capital debt load that the municipality cannot bear. Several temporary refinancing proposals prepared by this Branch have resulted in special arrangements to alleviate the burden of taxation.

The Improvement District of Bicroft which is also dependent upon the mining of uranium, and which was created solely as a result of this industry, has also experienced economic and administrative difficulties during the past year due to the closing of one of the mines and the imminent closing of the other. The Branch has worked in close co-operation with this municipality in resolving or attempting to resolve its difficulties.

(2) Improvement Districts (cont'd)

The Improvement District of Manitouwadge was established as a direct result of the need to house and provide municipal service for the employees of the base metal mines in the area. While the economy of this area was not subject to the setbacks suffered at Elliot Lake and Bicroft, it has become necessary for this municipality to obtain special financing arrangements from the Province to alleviate the burden of taxation resulting from heavy initial capital expenditures.

In order to make financial assistance available to these newer municipalities the Province has made provision under a special Vote in the annual estimates for making advances and for purchasing debentures of Improvement Districts as may be approved by the Lieutenant-Governor in Council. These provisions have been utilized for the purchase of debentures as follows:

1) The Improvement District of Elliot Lake

Floating Indebtedness	(1958)	-	\$650,000.00
"	"	(1959)	- 557,000.00
"	"	(1960)	- 670,000.00
"	"	(1961)	- 480,000.00

2) The Improvement District of Manitouwadge

Floating Indebtedness	(1960)	-	\$100,000.00
"	"	(1961)	- 110,000.00



(3) Designated Mining Municipalities

A municipality may be designated a mining municipality by the Minister and upon designation such municipalities become entitled to certain payments subject to the terms and conditions of the existing regulations.

Such municipalities require the approval of the Department to:

- (a) the estimates of the municipality and its local boards; and
- (b) the amounts to be provided for an included in the estimates, whether to be provided by taxation or otherwise; and
- (c) the imposition, rating and levying of all rates, assessments and taxation upon any or all of the rateable property within the municipality; and
- (d) the rates, rents and charges imposed, levied or collectable for supply or service of any public utility; and
- (e) the imposition and charging of all licence, permit or other fees, charges and expenses; and
- (f) the sale or other disposition of any assets; and
- (g) the passing of by-laws providing for the issue of debentures, the hypothecation of debentures or the sale thereof.

Considerable time and effort is devoted to these approvals particularly with respect to the annual budgets of the municipalities and of their local Boards and the calculation of the Mining Revenue Payment for each such municipality.

(3) Designated Mining Municipalities (cont'd)

The following are designated mining municipalities as listed in and for the purpose of the above noted regulations:

1. City of Sudbury.
2. The towns of Blind River, Capreol, Chelmsford, Cobalt, Geraldton, Goderich, Haileybury, Levack, Matheson, Ojibway, Timmins.
3. The villages of Bancroft, Caledonia, Hagersville, Marmora.
4. The townships of Atikokan, Balfour, Belmont and Methuen, Black River, Blezard, Bucke, Capreol, Cardiff, Casimir, Jennings and Appleby, Coleman, Dowling, Drury, Denison and Graham, Falconbridge, Faraday, Hagar, Hanmer, Larder Lake, Marmora and Lake, Matachewan, Michipicoten, Mountjoy, Neelon and Garson, Oneida, Playfair, Ratter and Dunnet, Rayside, Red Lake, Ross, Seneca, Teck, Tisdale, Water, Whitney.
5. The Improvement Districts of Balmerton, Beardmore, Bicroft, Elliot Lake, Gauthier, Manitouwadge, McGarry, Onaping, Renabie.

See schedule for payments to designated mining municipalities.

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES

	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>
(a) City of Sudbury	227,600.00	227,600.00	227,600.00	300,600.00	1,377,994.76	1,622,889.76
(b) Towns of:						
Blind River	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Caledonia	-	1,440.00	1,600.00	1,755.00	2,430.00	2,070.00
Capreol	-	-	2,960.00	3,330.00	3,510.00	5,805.00
Chelmsford	9,400.00	12,840.00	12,840.00	12,840.00	12,840.00	12,840.00
Cobalt	12,618.69	12,618.69	12,618.69	12,618.69	12,618.69	12,618.69
Geraldton	10,000.00	10,120.00	10,840.00	11,070.00	11,475.00	14,490.00
Goderich						10,782.56
Haileybury	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00	2,610.00
Levack	73,622.94	98,767.63	102,234.32	129,287.16	150,504.00	156,375.00
Matheson	2,800.00	2,800.00	2,800.00	3,600.00	3,600.00	3,600.00
Ojibway	-	25,167.14	25,167.14	25,167.14	22,491.31	25,860.20
Timmins	195,600.51	196,783.14	200,210.37	215,148.24	224,610.61	245,060.46
(c) Villages of:						
Benscroft	-	6,880.00	7,880.00	9,270.00	9,270.00	9,270.00
Hagersville	-	1,320.00	1,520.00	1,800.00	1,890.00	1,890.00
Marmora	-	3,880.00	4,480.00	5,220.00	5,220.00	5,220.00
(d) Townships of:						
Atikokan	96,259.92	150,421.67	223,077.73	223,077.73	262,440.19	312,458.75





PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd)					
	1956	1957	1958	1959	1961
Balfour	6,280.00	8,000.00	8,000.00	8,550.00	10,125.00
Belmont & Methuen	-	8,029.90	10,752.27	10,752.27	12,153.18
Black River	10,909.65	11,478.40	15,724.00	15,724.00	15,724.00
Blesard	7,459.00	10,712.65	12,988.88	17,342.18	22,213.00
Bucke	5,707.02	9,139.39	9,139.39	9,139.39	9,139.39
Capreol	-	-	4,880.00	7,245.00	7,290.00
Cardiff	-	-	11,760.00	11,760.00	1,170.00
Casimir, Jennings & Appleby	-	-	-	-	3,105.00
Coleman	15,802.24	15,802.24	15,802.24	15,802.24	18,341.30
Dowling	11,520.00	11,520.00	11,520.00	11,520.00	11,520.00
Drury, Denison & Graham	7,390.40	7,968.57	9,906.22	9,906.22	18,408.00
Falconbridge	-	-	44,876.58	44,876.58	58,131.00
Faraday	-	3,426.58	9,035.28	8,985.94	17,767.00
Hagar	720.00	920.00	1,080.00	2,970.00	3,240.00
Harmer	3,960.00	5,280.00	7,120.00	9,900.00	14,985.00
Larder Lake	13,800.00	14,240.00	14,440.00	18,045.00	18,135.00
Marmora & Lake	-	3,729.09	6,605.23	6,249.44	15,995.64
Matachewan	10,100.78	10,100.78	10,100.78	8,080.62	6,060.46
Michipicoten	50,679.60	78,186.67	91,059.88	95,605.28	108,157.00





PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd)				
	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
Mountjoy				<u>1961</u>
	4,080.00	4,800.00	5,190.18	6,930.00
McKin	219,498.88	276,361.20	276,361.20	n/a
Neelon & Garson	141,576.63	266,067.41	165,594.75	128,627.00
Oneida	-	4,961.99	4,961.99	7,959.08
Playfair	1,440.00	1,520.00	1,720.00	1,980.00
Ratter & Dunnet	-	-	-	-
Rayside	9,200.00	10,240.00	10,240.00	22,185.00
Red Lake	11,840.00	12,720.00	12,720.00	14,310.00
Ross	-	8,020.16	13,410.14	13,831.99
Seneca	-	2,672.00	2,744.62	3,883.44
Teck	233,456.27	246,737.97	256,504.08	273,579.98
Tisdale	200,612.66	208,781.25	219,466.56	271,578.02
Waters	5,800.00	5,800.00	5,960.00	19,183.00
Whitney	44,122.63	44,122.63	44,122.63	45,561.80
Improvement Districts of:				
Balmertown	63,115.25	64,468.75	55,542.61	49,023.00
Beardmore	11,364.05	11,364.05	11,887.47	10,902.91
Bicraft	-	-	55,128.92	67,921.82
Cardiff	20,000.00	25,587.53	Dissolved	Dissolved
				1,170.00
				49,373.00
				11,939.29
				77,774.00
				48,748.18
				21,205.00
				281,367.00
				273,579.98
				271,578.02
				19,183.00
				45,561.80
				49,373.00
				11,939.29
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				19,183.00
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PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd)					
	1956	1957	1958	1959	1960
Elliot Lake	30,000.00	73,349.50	150,108.67	547,703.04	1,081,202.43
Gauthier	4,986.92	5,455.79	5,640.00	6,528.92	6,329.35
Manitouwadge	30,000.00	42,661.62	44,067.84	56,518.56	81,236.00
McGarry	92,750.07	89,165.91	89,165.91	89,165.91	85,248.83
Onaping	39,755.79	37,798.95	37,798.95	54,456.04	62,668.00
Rensselaire	5,034.08	3,563.95	5,430.30	5,586.13	5,375.43
	<u>\$1,964,783.08</u>	<u>\$2,419,313.20</u>	<u>\$2,628,233.20</u>	<u>\$3,245,758.98</u>	<u>\$4,732,143.03</u>
					<u>\$5,308,006.22</u>





(4) School Section Administration

During the latter part of 1960 the Department was requested to assist in the administration of a Public School Section in municipally unorganized territory, Public School Section No. 2 of the unorganized Township of Lewis in the Territorial District of Algoma. Due to a prolonged breakdown in local administration the Minister of Education commissioned the Provincial School Attendance Officer to administer the affairs of the Section. An official of the Branch was subsequently appointed Secretary-Treasurer and was authorized to proceed under the direction of the Provincial School Attendance Officer to discharge accrued liabilities (funds were advanced from Department of Education appropriations), levy and collect taxes, arrange for the institution of proper bookkeeping methods, arrange for the annual audit and for a re-assessment of lands in the School Section. The functions of the Branch in this instance combined both supervision and participation. To maintain continuity of administration the appointment of a local Assistant Secretary-Treasurer and Collector was made. During 1961 the accumulated accounts payable of this School Section were discharged. Procedures for the collection of arrears of taxes were instituted, the annual estimates were prepared and current tax levies made, new teachers were appointed, arrangements made for and re-assessment carried out, requisite permanent improvements recommended by the Provincial Sanitary Inspector were instituted and financial stability restored. Arrangements are currently being made which will result in the responsibility for the conduct of the affairs of this School Section again being assumed by an elected Board of Trustees.

(b) Departmental Approval to Certain Municipal By-laws, etc.

There are about twelve kinds of municipal by-laws which require Departmental approval. These include:

Municipal Pensions

By-laws and pension plans for municipal employees must conform with the regulations made under the relevant legislation. Accordingly such by-laws and plans must be carefully examined to ensure conformity prior to Departmental approval being given. Due to review of the regulations which continued into 1961, Departmental work in this regard, particularly with respect to approval of new pension plans, was limited.

<u>Classification of Municipalities, etc.</u>	<u>No. with Plans</u>	<u>Approved Plans</u>	<u>Amendments to Plans</u>
Metropolitan Toronto	1	2	38
Cities	30	42	64
Towns	108	111	61
Villages	19	19	5
Townships and Improvement Districts	90	91	47
Counties	33	33	22
Commissions	15	15	1
Police Villages	1	1	-
Health Units	8	9	2
	305	323	240

Special Municipal Undertakings

These include acquisitions, erection, alteration, operation or the granting of aid to projects such as monuments, memorial windows, auditoriums, parks, playgrounds, etc.



(b) Departmental Approval to Certain Municipal By-laws, etc. (cont'd.)

Industrial Sites

With the assent of the electors qualified to vote on money by-laws or with the approval of the Department, municipalities may pass by-laws for acquiring and expropriating land and selling or leasing the land for the purposes of sites for the establishment and carrying on of industries and industrial operations. In affording approval the Department must satisfy itself that the purchase and selling prices conform with fair current market value. During 1961 the Department afforded approval to the following industrial site transactions:

Acquiring and Disposing of Industrial Sites

<u>Industrial Site Purchase - 1961</u>	<u>No. of Acres</u>	<u>Price</u>
City of Barrie	13.00	\$ 10,207.00
<u>TOWNS</u>		
Town of Georgetown	1.00	2,500.00
Town of Richmond Hill	24.50	61,000.00
Town of Smith Falls	84.00	10,500.00
<u>TOWNSHIPS</u>		
Township of Brantford	18.58	16,000.00
Township of South Dumfries	1.00	1,000.00
Township of Etobicoke	40.17	464,004.00
<hr/>		
TOTAL APPROVED PURCHASES 1961	182.25	\$565,211.00
<hr/>		

Acquiring and Disposing of Industrial Sites (cont'd)

<u>Industrial Site Sales - 1961</u>	<u>No. of Acres</u>	<u>Price</u>
City of Guelph	5.42	\$ 16,278.00
	4.00	14,070.00
	<u>4.99</u>	<u>12,465.00</u>
	14.41	42,813.00
City of Kingston	2.13	2,510.00
City of Kitchener	1.17	3,300.00
	1.19	3,400.00
	3.45	10,350.00
	10.14	25,337.00
	6.42	16,400.00
	1.46	1,800.00
	.60	1,700.00
	.84	1,700.00
	5.50	15,000.00
	<u>.13</u>	<u>400.00</u>
	30.90	79,387.00
City of Waterloo	6.74	13,480.00
<u>TOWNS</u>		
Town of Brampton	1.39	8,573.00
	<u>9.07</u>	<u>56,221.00</u>
	<u>10.46</u>	<u>64,758.00</u>
Town of Brockville		29,055.00
Town of Burlington	5.77	33,740.00
	<u>13.00</u>	<u>111,749.00</u>
	18.77	145,489.00

<u>Industrial Site Sales - 1961 (cont'd)</u>	<u>No. of Acres</u>	<u>Price</u>
<u>TOWNS (cont'd)</u>		
Town of Dundas	0.65	2,289.00
Town of Elmira	7.17	10,755.00
	<u>4.00</u>	<u>2,000.00</u>
	11.17	12,755.00
Town of Richmond Hill	1.00	3,800.00
Town of Smiths Falls	39.00	4,850.00
Town of Wallaceburg	1.33	1,330.00
<u>TOWNSHIPS</u>		
Township of Brantford	6.98	13,960.00
	<u>10.00</u>	<u>20,000.00</u>
	16.98	33,960.00
Township of Etobicoke	36.00	456,650.00
Township of Sandwich West	1.72	8,600.00
Township of Scarborough	1.86	27,000.00
	1.50	8,600.00
	<u>2.29</u>	<u>9,168.00</u>
	5.65	44,768.00
Township of Stamford	1.00	1,650.00
Township of Toronto	1.45	17,000.00
	1.43	17,000.00
	<u>3.59</u>	<u>45,125.00</u>
	6.47	79,125.00
Township of Trafalgar	1.00	4,000.00
	1.00	4,000.00
	2.10	7,950.00
	2.04	5,400.00
	2.50	9,500.00
	<u>2.00</u>	<u>7,600.00</u>
	10.64	38,450.00
TOTAL APPROVED SALES - 1961	215.02	\$1,065,719.00

(b) Departmental Approval to Certain Municipal By-laws, etc. (cont'd)

Municipal Taxes on Mines or Mineral Works

Although broadly speaking the plant and machinery of a mine are not assessable a municipality may levy taxes on the basis of mines' profits. The amount of these taxes is limited under law and the Department's approval is required in respect to this limitation. It follows that in order that this revenue may be included in the annual estimates of a municipality or school board concerned the Department must examine and approve these estimates. During 1961 the estimates of the following were examined and/or approved:

Blind River/~~E~~lliott Lake High School District

Public School Section No. 1, Township of Long

Red Lake High School District

Public School Section No. 1, Baird and Heyson

Public School Section No. 1, Mackenzie Island

Public School Section No. 1, Township of Deloro

Township School area of the Townships of Haultain,  
Milner and Nicol.

Destruction of Records

While The Municipal Act enables the councils of all municipalities to pass by-laws providing for the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers, the Act further stipulates that these by-laws require the approval of the Department.



(b) Departmental Approval to Certain Municipal By-laws, etc. (cont'd)

Powers of Townships to assess Telephone and Telegraph Companies on gross receipt basis

Under normal circumstances the assessment of the installations of telegraph and telephone companies in a township is based upon a return made to the municipal assessment commissioner or clerk by the companies involved and setting out the length in miles of "primary" and "secondary" circuits. However, where density of population warrants it a township may pass by-laws to define areas and declare them to be police villages for the purpose of assessing on the basis of the gross receipts of the telephone or telegraph company. Departmental approval is required in these instances.

(c) General and Administrative Assistance to Municipalities

As the Department is entrusted with the administration of most of the Provincial statutes relating to municipal affairs virtually every phase of municipal administration is referred to the Department from time to time with accompanying requests for advice and assistance. Such requests are received from various sources including elected and appointed municipal officials, ratepayers groups and individual ratepayers, service clubs, chambers of commerce and other Departments of the Government.

In addition to dealing with such requests the Assistant Deputy Minister, the Director and their assistants received during 1961 numerous delegations from municipal organizations and associations, representatives from foreign countries desiring to be initiated into our methods of local government and also representatives from councils, boards and commissions, members of Parliament and private citizens.

(c) General and Administrative Assistance to Municipalities (cont'd)

The proper framing of municipal by-laws is important and is, in some cases, fairly complex. In many instances the Branch when requested can assist in this regard, e.g., when debentures are required to be issued requests for assistance may include not only the preparation of the debenture by-laws and their supporting schedules but advice on interest rates, assistance in marketing the debentures, preparation of municipal statistics to assist in the selling of the debentures, assistance in having the debentures printed, proof read, validated and the many other details which are relevant to the successful issuance of debentures.

In addition to normal assistance and advice to municipalities with respect to the preparation of debenture by-laws the Branch affords advice and assistance in respect to the application by municipalities to the Ontario Municipal Improvement Corporation for the purchase of debentures. The Branch supplies the requisite application forms, advises as to the procedure to be followed and the method of calculation of the debenture repayment schedules.

If circumstances warrant, more detailed assistance is given in the actual preparation of debenture by-laws and the repayment schedules. For the most part, however, this degree of participation, together with responsibility for debenture printing and proof reading, is confined to those municipalities subject to Departmental supervision under Part III of The Department of Municipal Affairs Act.

The need for sale of debentures to the Ontario Municipal Improvement Corporation is greater in the case of the more recently created municipalities. In these cases, due to the lack of previous financial background information, a market for their debentures is virtually non-existent.

(c) General and Administrative Assistance to Municipalities (cont'd)

The purposes for which the Ontario Municipal Improvement Corporation may purchase debentures are limited to the following:

- (a) waterworks and water supply distribution systems;
- (b) sewage works, treatment works, sewer system or sewers;
- (c) plants and works for the incineration of garbage, refuse and wastes;
- (d) drainage works under The Municipal Drainage Act.

Along with the frequent contact with the municipalities through requests for advice and direction as already noted, further contact is made through the established practice of the Department in conducting municipal courses or lectures throughout the Province. Although primarily intended for appointed and elected municipal officials they are open to anyone interested in municipal affairs. In recent years pressure of work and the limited number of staff members made it impractical to hold any of these courses. However, during 1961, members of the Municipal Administration Branch attended many municipal meetings and functions to give addresses, to hold question periods and to discuss municipal problems in general.

Visits by Branch representatives to municipalities are not necessarily confined to those subject to full or partial supervision. Impromptu visits may be made when a representative is in a particular area or may result from a specific request by the municipality for assistance.

(d) Tax Registration

(Registration of Land for Arrears of Taxes)

In accordance with the provisions of Part 11 of The Department of Municipal Affairs Act the Minister may order that the Tax Arrears Procedure, as set forth in Part 111 shall apply to any municipality and that the Tax Sale

(d) General and Administrative Assistance to Municipalities (cont'd)

Procedure of The Assessment Act shall not apply. This is not usually done unless it has been requested by a majority of the municipalities within the county or district or at the request of the county council. However, to avoid confusion, the order when made applies to all municipalities and school boards within the county or district, and all phases of the procedure are subject to the approval of the Department. The procedure is described in a pamphlet entitled - "Instructions re Registration of Tax Arrears Certificates and Disposal of Property so Acquired."

To date 11 such orders have been issued covering 7 counties and 7 districts. The following is a summary showing totals of the various forms under this procedure which were approved by the Department in 1961.



# TAX ABREAS APPROVALS FOR 1961

	Application Form T.R. 6	Certificates T.R. 1	Redemption Certificates	Vacating Certificates	Vesting Prop. T.R. 13	Sales Applications	By-laws	Deeds	Property Sale Agreements	Total
County of Bruce	17	17	12	1		17	22	18		104
County of Dufferin	25	25	2							52
County of Lanark	53	53	14	1		18	18	18		175
Counties of Stormont Dundas and Glengarry	27	27	3			8	8	8		81
Counties of Northumberland and Durham	17	17	10	2						46
County of Elgin	11	11	5			6	6	6	1	46
County of Halton	37	37	12	2		5	5	10		108
County of York (excluding the municipalities in the Metro- politan Toronto Area)	44	44	4	1		2	2	2		99
District of Cochrane	290	290	22	5	70	36	41	43		797
District of Muskoka	63	63	27	4	25	40	40	38		300
District of Nipissing	58	58	18	7	63	23	25	25	1	278
District of Parry Sound	22	22	30	6	28	4	4	5		121
District of Rainy River	91	91	28	2	53	24	28	29		346
District of Sudbury	78	78	23	2	62	14	20	20		297
District of Temiskaming	170	170	22	5	63	60	60	58		608
Supervised and formerly supervised municipalities	216	216	90	6	20	159	160	162	17	1046
	1,219	1,219	322	44	384	416	439	442	19	4,504



THE MUNICIPAL ASSESSMENT BRANCH





## MUNICIPAL ASSESSMENT BRANCH

The branch headquarters is at Bay and College Streets in Toronto. Eight Regional offices are also maintained and located in Perth, Peterborough, Toronto, London, Orillia, Sudbury, New Liskeard and Port Arthur. Since the branch was created in 1947, its activities have broadened, particularly since 1952, when the Province first commenced to pay grants in lieu of taxes.

The original purpose of the branch was mainly to give assistance to municipalities in installing proper assessment systems and to advise and instruct municipal assessors. Although this has not been neglected, it has been necessary to increase and train additional staff for increasing requirements such as equalized assessment factors on a provincial basis for every municipality, and also the school sections in the unorganized territories of the Northern parts of the Province. Equalization factors returned annually by this branch are used to a large extent in determining government grants for education purposes, for grants for Homes for the Aged in Territorial Districts and for payments in lieu of taxes by the government and its agencies and commissions.

The following paragraphs outline the more important duties and responsibilities:

(a) Assistance to Counties, Municipalities and School Sections

The making of a proper assessment poses varied and complex problems. One of the more important functions of the branch is to advise municipal

(a) Assistance to Counties, Municipalities and School Sections - continued

councils, municipal officials, municipal associations and ratepayers on correct methods to effect an equitable assessment and also to assist, if necessary, in the installation of proper records and systems.

This phase of the work has been accelerated and has become more valuable since the opening of the Regional offices, mainly because they are more accessible to the people of the respective regions, and the staff members become more familiar with local problems.

Much service is rendered throughout the branch offices through both letters and telephone calls for which no specific records are kept, but other activities have been recorded for the year dating from December 13th, 1960 to November 30th, 1961, and are as follows:

A. Meetings on Assessment

1. With County Councils	3
2. With Committees of County Councils	8
3. With Municipal Councils	23
4. With Committees of Municipal Councils	38
5. With School Trustees	9
6. With Assessors Groups	59

(a) Assistance to Counties, Municipalities and School Sections - continued

A. Meetings on Assessment - continued

7. With other Municipal Organizations	14
8. With Service Clubs (as Rotary, etc)	2
9. With other Organizations	4

B. Active assistance to Assessors, Municipalities, and School Sections in the Field (other than carrying out our statutory duties)

1. On re-assessment projects	135 days
2. On assessment valuations	76 days
3. On other types of assessment practice	62 days

C. Special Projects (not shown in B above) 157 days

D. Visitors to office (not shown in A above)

1. Assessors	354
2. Elected municipal officials	68
3. Appointed municipal officials	125
4. School Section Trustees	26
5. School Section Officials	42
6. Ratepayers	118

(b) Assisting Training County and Municipal Assessors

This year as previously the branch has given assistance and guidance to assessors, some being new appointees with no previous experience. The Department sponsored seven schools of instruction during the Spring months and invitations to attend were extended to municipal assessment officials. Proper assessment procedure and assessment legislation were the principal subjects. Members of the branch from both the Main office and Regional offices conducted these two-day sessions held in Sudbury, Ottawa, Chatham, London, Hamilton, Owen Sound and Orillia.

The locations of the schools enable 24 counties and 4 territorial districts to be covered.

Of the 573 municipalities in these districts 348 were represented. The total attendance was 463.

(c) Approval of Certain Assessment By-laws

Approval was given to 65 by-laws for the extension of time for the return of the 1961 assessment roll under Section 56(6) of The Assessment Act, viz., cities, 6; towns, 10; villages, 10; townships, 36; Improvement Districts, 3.

The requirement for extension of time was in some instances due to illness, in others, insufficient time for the completion of entire re-assessment programme, while still others apparently were the consequence of laxity of



(c) Approval of Certain Assessment By-laws - continued

either elected or appointed officials. The Department is also aware that in some instances delays took place without any authorization by by-law. This irregularity leaves the validity of the roll open to question.

(d) Establishing a Basis of Equalized Assessment throughout the Province

All the 937 organized municipalities involved and some 419 school sections in the unorganized territory of Northern Ontario have been visited during the year.

The actual work is carried out in the following manner:

First, it is necessary to ascertain the proportion that each common type of assessment as residential (including summer type residential), commercial, manufacturing and farm, etc. as shown on the municipal assessment rolls, bears to each other, and then to take spot checks of the different types of property in the same proportion of values - not of numbers. Then through a somewhat involved procedure the percentage that each type is being assessed at, is calculated to ascertain the overall percentage for the municipality.

Many municipalities undertake complete re-assessment or extensive adjustments annually making it necessary each year to review spot checks and local valuations. The number of spot checks on record for 1961 is 52,441 for the

(d) Establishing a Basis of Equalized Assessment throughout the Province -  
Continued

municipalities, and 5,286 for the school sections. These totals do not include any spot checks or appraisals on property owned by the Ontario Government, its Crown agencies, or the Hydro-Electric Power Commission of Ontario.

County Assessment System - This will be noted as the year in which all county administrative units in the Province have now appointed a county assessor under Section 93 of The Assessment Act. Carleton County has, this year, made such an appointment for the first time.

It is gratifying to state that although there have been changes through the years in personnel, no county has abandoned any part of the system or appointment after having once adopted it.

The Department continued to make payment of \$1,500 to the 37 counties having the system in operation in an effort to assist in the achievement of equalization of assessment throughout the county.

It takes longer in some than in others to accomplish equalization throughout the entire county. There are instances where it appears lack of co-operation by elected representatives or appointed officials has retarded its progress.

(d) Establishing a Basis of Equalized Assessment throughout the Province -  
Continued

County Assessment System - continued

In several counties action taken upon the provision of The Municipal Act, made in 1958, has had the county assessor appointed as a local assessment commissioner by one or more municipalities of that county. Legislation this year provides for the appointment by unanimous vote of county council, for appointing a county assessment commissioner. He shall have all the powers, duties and privileges under The Assessment Act and shall be the assessor for each of the local municipalities. The required staff of assessors will work under his direction and all costs including the cost of supplies and requirements for all assessment work throughout the county will be borne by it. To date, no county has availed itself of this legislative provision although at least one has made some effort towards the consolidation of purchasing all assessment requirements for all the municipalities throughout the county and procured machines for printing the rolls, assessment notices, etc. The provision for appointment of district assessors remains in The Assessment Act but is as yet unused. The branch carries out some of the duties set down for that appointee and this appears to be accepted as satisfactory.

(e) Establishment of Equalization Factors for certain Special Purposes

The equalization factors made by this branch find other essential uses as well as for Department of Education grants.

Homes for the Aged

1. (a) Eight equalization reports were completed under the Home for the Aged Act and forwarded to the municipalities sharing in the maintenance of such Homes.
- (b) An additional report was included with three of the above reports which set out the apportionment between the organized municipalities' share and the unorganized territories' share.

An amendment to the 1961 Legislation provides that the apportionment be made by similar procedure as is provided for county system wherein the apportionment made is based on the local assessment rolls as made in the second preceding year. The amendment should lessen the need for adjustments when equalizing for the apportionment of costs.

2. Grants in Lieu of Taxes - Valuation of Government and Hydro Properties

While we do not have any record of the number of municipalities in which Federal owned property is located upon which grant in lieu of taxes is being paid, we can report that grant in lieu of taxes is



(e) Establishment of Equalization Factors for certain Special Purposes -  
Continued

Homes for the Aged

2. Grants in Lieu of Taxes - Valuation of Government and Hydro Properties -  
Continued

being paid in 733 municipalities or 78.23% of the total number with respect to property owned by the Government of Ontario, its Crown agencies and the Hydro-Electric Power Commission.

The Assessment Branch does all evaluating for these grant payments.

Government or Government agencies' property may be only partly subject to grant payment. Where a portion is occupied by a tenant for residential purposes, it is the duty of the municipality to assess such portion of property, as the tenant is liable to direct taxation under Section 34 of the Act. This branch, however, does evaluate the entire property and when notices of valuation are forwarded the practice has been to include the valuation of the tenant's portion to indicate to the municipality that the valuation for grant purposes does not include such value.

The volume of work concerning this phase of the duties of this branch increases yearly due to the number of new purchases and acquisitions of property which then become subject to payment of grant in lieu of taxes.

(e) Establishment of Equalization Factors for certain Special Purposes -  
Continued

Homes for the Aged

2. Grants in Lieu of Taxes - Valuation of Government and Hydro Properties -  
Continued

Where possible an effort is made to consolidate the value of parcels of property immediately adjacent to one another, but the extent to which this procedure can be carried out is limited. This year 3,570 valuation notices were issued to 591 municipalities in which the Ontario Government or its Crown agencies' owned property subject to grant and 4,590 notices were issued for the Hydro-Electric Power Commission of Ontario owned properties to 515 municipalities.

3. Designated Mining Municipalities

A supervisor and an assistant supervisor are assigned the duty of exercising supervision over the 57 designated mining municipalities in all matters of assessment. Their first duty is to establish a common and proper method of assessment of mineral lands and buildings located on such lands. All municipalities are visited each year and assessment procedures are checked and instructions for adjustments and improvements given. It is also our duty to make equalization factors for those municipalities.

General improvement in the assessment has been noted since the assignment of these special duties to persons who qualify themselves especially for the project.

(f) Improvement Districts Assessment

During the year staff members of the respective Regional offices in the areas concerned as well as the designated mining municipalities section of the branch have provided considerable in supervision to Improvement Districts.

(g) Population Spot Checks

During the year population spot checks were completed in 48 municipalities. They had claimed an increase in their 1960 assessed population.

In a number of municipalities records were improperly prepared and required information was omitted from the rolls. In fact, 19% of the municipalities were without proper information and approximately 10% did not complete the population census forms as required in Section 29 of The Assessment Act. The condition is partly due to the type of records used by some municipalities.

(h) Special Projects

The special assistance and supervision given designated mining municipalities has been extended this year. Special attention has been required in at least two Improvement Districts.

During the year a number of staff members were transferred to other Regional offices and two supervisors, and two assistant supervisors, were

(h) Special Projects - Continued

assigned to Main Office. These changes were due partly to routine procedure and partly to increase main office personnel for special work.

The Department proposes to have a new Manual of Assessment with valuations based upon construction costs of recent years, and also suggested land values for local areas. Separate crews have been assigned to the commitment, one for buildings and structures, the other for land only. This task requires assistance from personnel in the Regional offices and involves a great amount of travelling.

While, owing to the magnitude of the project the preliminary details have taken considerable time, the work is progressing favourably.

The properties involved in the St. Lawrence-Seaway Project which are owned by the Hydro-Electric Power Commission of Ontario continue to require a great deal of working time of the Regional office at Perth. New registered plans, notices of transfers of property, sales and new purchases often require revisions of descriptions and valuations.

During the year members of the branch had active participation in



(h) Special Projects - Continued

assessment equalization arbitrations concerning two District High School areas, required where one or more of the municipalities forming the District are under supervision of the Department.

Again this year members of the staff of Regional offices located in the Northern areas were frequently able to render valuable assistance to persons completing the assessment roll for school sections in unorganized territory.



MUNICIPAL AUDITING AND ACCOUNTING BRANCH





## MUNICIPAL AUDITING AND ACCOUNTING BRANCH

The responsibilities of this Branch include the following:-

a) Improvement of Municipal Auditing and Accounting Practices

- 1) Licensing of Auditors - According to Statute the Department is responsible for the licensing of all municipal auditors. This protects the auditor, who cannot be relieved of his duties without just cause. It also protects the interests of the citizens and helps ensure that financial reports contain adequate information in understandable form. Where irregularities exist the Department insists that the municipal auditor express unbiased and unequivocal opinion with regard to them if he wishes to keep his license in good standing.
- 2) Improvement of Auditing Procedures - The Branch cooperates closely with various independent accounting organizations for continued improvement in municipal auditing and accounting procedures. For example, the Branch participates in the regular meetings of a committee on these subjects which was established in 1956 by the Institute of Chartered Accountants of Ontario.

The Branch has also participated in the preparation of a book on municipal accounting procedures. This book, which was published in December 1961, was written by Professors L.G. Macpherson and W.G. Leonard of Queen's University and edited by the Director of the Branch. A complimentary copy was issued by the Department to each municipality in Ontario.

- 3) Study of Municipal Audit Reports - Where a large number of returns are involved the advantages of standardized accounting classifications are obvious. The Branch is continually striving to have these accepted

a) Improvement of Municipal Auditing and Accounting Practices (cont'd)

by the 979 municipalities in the Province, and has made encouraging progress. A standard annual report is submitted by each municipal auditor for every type and size of municipality in the Province. These audit reports form the basis for the Annual Report of Municipal Statistics.

- 4) Visits to Municipal Accounting Departments - During 1961 the auditing staff of the Branch reviewed about 32 per cent of these audit reports for clarification or correction. Sometimes a situation is too complex for correspondence and it is necessary for a member of the Branch's staff to visit the municipality and confer with the officials personally. Help and advice offered on such visits promote the use of uniform accounting procedures and often disclose ways in which their existing systems can be improved.

The following table shows the qualification standard of municipal auditors throughout Ontario for the year 1960:

	C.A.	C.P.A.	<u>Non-professional</u>				Internal	Total
	A.	A.	A.	B.	C.	D.	Auditor	
Counties	33	4	1	-	-	-	-	38
Metropolitan Areas	-	-	-	-	-	-	*1	1
Cities	28	1	-	-	-	-	*1	30
Towns	140	10	-	1	7	-	-	158
Villages	114	13	1	2	23	1	-	154
Townships	392	31	3	6	114	29	-	575
Improvement Districts	17	1	-	1	1	-	-	20
	724	60	5	10	145	30	*2	976
Percent of Total	74.18	6.15	.51	1.02	14.86	3.07	.21	100

\* Metropolitan Toronto and City of Toronto

a) Improvement of Municipal Auditing and Accounting Practices (cont'd)

- 5) Lectures at Municipal Courses, etc. - Members of the staff deliver lectures on auditing and accounting at municipal courses and also before other groups and these have been reported as being very helpful.
- 6) Assisting New Municipalities - Whenever new municipalities are incorporated members of the staff direct the establishing of the original accounting records and office procedures and then continue with frequent visits to give advice and assistance to the municipal officials.
- 7) Special Duties - Mostly these take the form of special studies. For instance the Branch will make a report to the Minister or Deputy Minister with respect to the effect on municipalities of certain economic changes or projects such as amalgamations, annexations or the creation of metropolitan areas. Or again it will make an analysis of the financial affairs of certain municipalities not only for this Department but also for other Departments and for the Ontario Municipal Board.

b) Publication of Municipal Statistical Data

- 1) "The Annual Report of Municipal Statistics" - The 1960 edition of this comprehensive 200 page Report was again prepared by the Statistical Section in a remarkably short time, having been released to the public on June 30, 1961.

Based on the Audited Financial Statements of the municipalities, the Report presents (a) the current revenue and expenditures, (b) the capital and current assets and liabilities as well as (c) an analysis of capital expenditures out of current revenues for each of the 976 municipalities in Ontario. It also contains summaries, observations, graphs and

b) Publication of Municipal Statistical Data (cont'd)

schedules, which show various financial situations at a glance. The information in the Report is organized on a standardized basis which simplifies comparisons between municipalities. This feature is much appreciated by municipal officials, both the Dominion and Provincial Governments and financial institutions.

With the continued co-operation of the municipal officials, auditors and others who make this Report possible, it is hoped that this next year the release date may be advanced again.

- 2) "The Municipal Directory" - For the 14th successive year the Statistical Section has prepared and published this directory of municipal officials. It contains the names and addresses of the most important elected and appointed officials in each municipality in the Province as well as information on assessment and road and street mileage and other interesting data. This Directory, in greater demand each year now has a distribution of 6,000 copies. It is supplied free to all M.P.P.'s, municipal clerks and treasurers and all departments of the Provincial and Dominion Governments. The balance is sold through the Queen's Printer to commercial and financial houses and to private individuals.

c) Verification of Claims for Subsidies

Most of the time of the auditing staff in 1961 was spent in the verification of subsidies paid by the Department - unconditional per capita grants, unconditional grants re indigent hospitalization, payments in respect of winter works projects, payments in lieu of taxes, payments under The Police Act and payments under The Fire Departments Act.



d) Municipal Winter Works Incentive Program 1960-61

On August 15, 1960, particulars were announced of a considerably broadened Incentive Program of Municipal Winter Works which was to become operative during the winter months. The Province of Ontario and the Government of Canada again agreed to contribute to the payroll of approved municipal projects carried out during the period December 1, 1960, to April 30, 1961. As in previous years, this period was subsequently extended to May 31, 1961, and for the first time, the date of commencement of the Program was advanced to October 15, 1960, instead of December 1, 1960.

This extension of the effective period to a total of  $7\frac{1}{2}$  months greatly increased the participation in the Program on the part of the municipalities, and provided much more winter employment than was the case under the Programs of earlier years.

The scope of the Program was widened to include the construction and major reconstruction of municipal buildings not including schools and hospitals, but in the case of new buildings, the Federal contribution was limited to \$50,000 and the Provincial contribution to \$25,000 in any one year.

On the initiation and recommendation of the Department and in order to assist the municipalities in financing their Programs, arrangements for making an interim payment of one half of the anticipated reimbursement immediately after the termination of the Winter Works period were agreed upon by the governments of Canada and Ontario. One-third of the municipalities engaged in the Program availed themselves of this new feature.

The success of the 1960-61 Program may be gauged by a comparison with that of the previous year.



d) Municipal Winter Works Incentive Program 1960-61 (cont'd)

<u>Winter Works Period</u>	<u>Munici- palities</u>	<u>Projects</u>	<u>Direct pay- roll cost</u>	<u>Total Reimburse- ment</u>
1959 - 1960	187	670	\$4,900,000	\$ 3,600,000
1960 - 1961	333	1,403	10,750,000	7,950,000

The procedures employed in processing and verifying claims from the municipalities were reviewed and revised in order to simplify the methods and procedures used to the greatest possible extent. A considerable length of time was required to carry out in the field the verification of the claims received. Visits were made to all the larger municipalities and certain of their local boards, and many of the smaller municipalities were also visited as well as the offices of most of the contractors who carried out many of the Winter Works projects on behalf of the municipalities.

On the following pages will be found a summary of the approved projects carried out during the 1960-61 season together with a statement of the reimbursements made by the Province of Ontario.

MUNICIPAL WINTER WORKS INCENTIVE PROGRAM  
October 15, 1960 - May 31, 1961  
SUMMARY OF APPROVED PROJECTS

	Municipalities	Number of Projects	Man Days	Direct Payroll Costs	Reimbursements			Total
					Government of Canada	Province of Ontario		
Metropolitan Toronto	1	25	45,181	\$ 775,031.26	\$ 387,515.63	\$ 186,785.56	\$ 574,301.19	
Cities	30	510	340,531	5,309,063.98	2,654,531.99	1,282,406.12	3,936,938.11	
Towns	86	269	91,021	1,217,016.44	608,508.22	281,467.87	889,976.09	
Villages	40	81	25,775	357,785.84	178,892.92	87,818.91	266,711.83	
Townships	149	469	213,001	2,742,589.84	1,371,294.92	679,254.85	2,050,549.77	
Counties	11	18	9,949	142,376.00	71,688.00	12,376.42	84,064.42	
Improvement Districts	5	9	1,228	13,967.94	6,983.97	3,423.23	10,407.20	
Conservation Authorities	11	22	16,590	175,257.00	87,628.50	43,814.25	131,442.75	
TOTALS	333	1,403	743,276	\$ 10,734,088.30	\$ 5,367,044.15	\$ 2,577,347.21	\$ 7,944,391.36	



REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

Metropolitan Toronto	\$186,785.56	<u>TOWNS</u>	
<u>CITIES</u>		Acton	288.45
Barrie	7,701.33	Ajax	1,129.49
Belleville	4,014.72	Almonte	504.61
Brantford	55,511.28	Arnprior	1,068.88
Chatham	3,564.58	Bala	147.34
Cornwall	38,199.73	Blind River	7,998.93
Fort William	28,675.73	Bowmanville	4,239.88
Galt	5,281.32	Bracebridge	7,628.49
Guelph	9,677.62	Bradford	7,435.83
Hamilton	146,088.82	Brampton	5,762.64
Kingston	13,827.97	Brockville	2,495.10
Kitchener	6,708.88	Bruce Mines	267.51
London	27,729.45	Burlington	17,330.83
Niagara Falls	4,941.00	Cache Bay	121.95
North Bay	12,158.22	Caledonia	2,414.64
Oshawa	10,792.26	Carleton Place	7,632.59
Ottawa	98,203.41	Chelmsford	8,780.75
Owen Sound	11,912.15	Cobourg	4,959.14
Peterborough	35,869.90	Collingwood	397.64
Port Arthur	36,566.38	Coniston	641.79
St. Catharines	4,009.47	Deep River	7,750.07
St. Thomas	3,763.07	Delhi	223.64
Sarnia	16,822.01	Dundas	3,485.06
Sault Ste. Marie	18,709.56	Dunnville	621.65
Stratford	8,056.24	Eastview	1,023.53
Sudbury	84,703.78	Englehart	1,145.55
Toronto	432,019.31	Essex	725.60
Waterloo	5,569.55	Fergus	349.57
Welland	8,608.21	Fort Erie	828.04
Windsor	135,992.09	Fort Frances	893.65
Woodstock	6,728.08	Gananoque	939.07
TOTAL CITIES	<u>\$1,282,406.12</u>	Georgetown	3,367.10





REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

TOWNS (cont'd)

Goderich	1,525.93	Port Hope	2,033.14
Gore Bay	466.74	Prescott	4,170.72
Gravenhurst	479.08	Preston	3,974.33
Grimsby	7,644.82	Rainy River	500.72
Harrow	871.40	Richmond Hill	7,331.75
Hawkesbury	3,720.94	Riverside	5,516.01
Hearst	539.31	Simcoe	3,040.96
Huntsville	538.79	Sioux Lookout	594.10
Keewatin	1,107.78	Stoney Creek	2,323.66
Kenora	2,231.48	Tecumseh	4,762.53
Leamington	8,120.38	Thornbury	1,062.51
Leaside	586.19	Thorold	860.99
Lindsay	8,682.82	Tilbury	1,297.08
Listowel	2,146.28	Tillsonburg	4,800.31
Merrittton	2,555.79	Timmins	894.38
Midland	5,744.46	Trenton	102.79
Mimico	855.85	Vankleek Hill	114.44
Mitchell	6,668.45	Walkerton	127.29
Napanee	6,181.17	Wallaceburg	1,732.65
Newmarket	334.84	Whitby	3,846.83
New Toronto	6,100.68	Warton	<u>1,273.85</u>
Niagara	1,290.56	TOTAL TOWNS	<u>\$281,467.87</u>
Oakville	2,177.64	<u>VILLAGES</u>	
Orillia	17,341.71	Alfred	177.63
Paris	1,523.69	Arthur	1,207.34
Parkhill	78.75	Bancroft	2,398.51
Parry Sound	3,613.39	Barry's Bay	276.92
Pembroke	5,205.87	Bath	1,993.08
Perth	124.69	Beaverton	120.39
Picton	1,180.01	Bolton	361.78
Port Colborne	28,477.08	Caledon East	1,870.27
Port Credit	Ø	Cannington	224.04
Port Elgin	391.25	Cayuga	2,978.85



REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

<u>VILLAGES</u>	cont'd	<u>TOWNSHIPS</u>	
Chippawa	5,324.60	Alberton	408.87
Elmvale	576.00	Alnwick	375.00
Elora	564.70	Anson, Hindon & Minden	685.75
Fenelon Falls	5,890.75	Assiginack	631.80
Glencoe	87.66	Atikokan	2,836.16
Hastings	601.00	Augusta	2,398.64
Kemptville	584.39	Balfour	1,344.39
Lakefield	947.52	Bayham	1,127.74
Lanark	4,073.85	Beckwith	1,613.66
Long Branch	1,015.20	Bertie	26,952.40
Lucknow	662.23	Bexley	488.98
Magnetawan	216.24	Black River	1,706.62
Markham	13,237.75	Blesard	2,499.84
Marmora	4,076.11	Brock	397.27
Newbury	1,135.55	Caldwell	1,348.93
Newcastle	7,454.55	Calvert	2,393.54
Port Burwell	635.20	Camden East	936.62
Point Edward	14,072.69	Cardiff	3,889.06
Port Perry	1,788.09	Casimir, Jennings & Appleby	163.75
Port McNicol	616.77	Cavan	736.19
Port Stanley	1,540.98	Cayuga North	900.79
St. Clair Beach	861.63	Chamberlain	881.77
Stirling	246.22	Chapple	1,870.49
Stouffville	762.15	Charlottesville	788.23
Streetsville	3,353.33	Chatham	11,618.88
Sutton	67.58	Christie	498.62
Swansea	2,638.52	Clarence	1,337.64
Tweed	1,170.48	Clarke	2,659.94
Victoria Harbour	599.14	Clinton	3,108.75
Wasaga Beach	1,409.22	Colborne	316.38
TOTAL VILLAGES	87,818.91		



REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

TOWNSHIPS cont'd

Colchester South	881.11	Griffith & Matswahan	250.36
Collingwood	599.13	Hamilton	499.95
Conmee	578.31	Herschel	980.42
Crowland	4,902.02	Hinsworth North	1,289.93
Dack	16.53	Houghton	556.72
Darlington	3,420.49	Humberstone	2,065.63
Dorechester North	152.01	Kendrey	375.00
Dover	1,162.49	King	7,571.09
Dumfries South	1,252.46	Kingston	7,309.56
Dunn	357.52	Korah	5,812.36
Dysart et al	3,022.57	Lanark	874.00
Eastnor	453.71	Larder Lake	229.12
East York	20,569.00	La Vallee	331.56
Elmsley South	994.89	Lochiel	206.05
Eldon	1,164.36	London	929.78
Elizabethtown	307.23	Manvers	707.57
Emily	968.03	Mariposa	1,228.81
Erin	1,682.48	Marmora & Lake	250.00
Ernestown	1,707.39	McLean	514.20
Etobicoke	69,723.17	Michipicoten	3,312.56
Flos	934.35	Monmouth	2,043.42
Franklin	707.60	Montague	1,242.39
Fredericksburg North	83.51	Monteagle	841.99
Fredericksburg South	660.78	Morley & Pattullo	724.96
Freeman	530.06	Morson	219.58
Gainsborough	141.08	Moulton	788.56
Galway & Cavendish	441.38	Murray	454.59
Glamorgan	375.00	Neebing	323.45
Gosfield North	583.88	Neelon & Carson	21,228.03
Gosfield South	2,681.17	Nepean	26,894.47
Goulbourn	715.18	Niagara	2,754.39
Grattan	254.02	Nipigon	1,044.72
Grantham	130.18	North York	68,247.28





REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

<u>TOWNSHIPS</u> cont'd			
Nottawasaga	2,081.77	Teek	1,748.17
Oro	77.95	Thompson	250.61
Orillia	1,104.13	Thorold	1,724.38
Paipoonge	2,005.72	Tilbury North	4,579.80
Palce	740.15	Tilbury West	390.09
Plantagenet North	644.56	Toronto	34,277.67
Portland	1,062.56	Trafalgar	1,388.34
Rama	509.60	Tudor & Cashel	524.92
Ramsay	2,076.87	Tyendinaga	750.00
Rayside	50.25	Verulam	1,821.78
Reach	1,692.23	Walpole	1,247.31
Red Lake	479.69	Watt	758.85
Richmond	737.11	Whitby	2,538.80
Ridout	517.56	Wicksteed	1,475.76
Saltfleet	7,850.43	Widdifield	3,597.03
Sandwich East	9,364.96	Willoughby	953.84
Sandwich South	3,525.47	Windham	499.71
Sandwich West	16,385.05	Worthington	245.95
Scarborough	102,471.04	Yarmouth	317.97
Scugog	375.00	York	<u>83,483.61</u>
Seneca	746.95	TOTAL TOWNSHIPS	<u>\$679,254.85</u>
Sheffield	95.39	<u>COUNTIES</u>	
Sherwood & Jones	498.34	Essex	1,456.38
Somerville	507.06	Hastings	1,254.68
Springer	758.40	Lambton	862.56
Stamford	10,454.92	Lennox & Addington	1,025.20
Stanhope	687.50	Norfolk	408.30
Stephenson	1,487.31	Northumberland & Durham	271.91
Sydenham	572.75	Prince Edward	481.82
Tarentorus	2,571.73	Renfrew	2,169.62
Tay	3,375.52	Simcoe	3,155.56
		Wellington	1,290.39
			<u>\$ 12,376.42</u>



REIMBURSEMENTS BY THE PROVINCE OF ONTARIO

UNDER THE

1960-61 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

IMPROVEMENT DISTRICTS

Dorion	80.13
Kingsford	37.01
Balmertown	434.70
Nakina	1,778.20
Sioux Narrows	1,093.19
	<hr/>
TOTAL	\$3,423.23
	<hr/>

CONSERVATION AUTHORITIES

Assable River	1,167.90
Big Creek	273.70
Credit Valley	7,625.99
Grand Valley	3,576.94
Holland Valley	41.08
Moirs River	1,823.63
Otter River	724.10
Saugeen Valley	526.36
Sixteen Mile Creek	2,071.94
Metro Toronto & District	23,681.79
Upper Thames	2,300.82
	<hr/>
TOTAL	\$43,814.25
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MAIN OFFICE BRANCH



## MAIN OFFICE BRANCH

Under the direction of the Deputy Minister this Branch is concerned with the efficient operation of the administrative offices. Matters such as the following are under its jurisdiction, viz:

### 1) Personnel Office

Here records of all the employees of the Department and of the Ontario Municipal Board are prepared, filed and revised where changes are necessary.

### 2) Accounts Section

Calculates, disburses payments and keeps records respecting:

Grants and subsidies

Payrolls

Purchases of supplies, services and equipment

Revenue and expenditures

The opening, recording and distribution of approximately  
60,000 pieces of mail was handled in this section 1961.

### 3) Research Section

This section provides the secretariat for the Municipal Advisory Committee and undertakes such projects as are from time to time assigned.

### 4) Summary of Legislation

To help municipal officials and other interested persons to keep abreast of Ontario provincial legislation this Branch prepares and distributes, a week after the Legislature prorogues, a Summary of Legislation affecting municipalities. In addition to summarizing legislation, the publication contains a list of all public acts passed at that session and a directory of the Department.

5) Municipal Unconditional Per Capita Grants

- 1) These grants were introduced in 1954 to replace the one-mill subsidy and the grants payable under The Police Act and The Fire Departments Act with the exception that the grants payable with respect to pension plans and Workmen's Compensation coverage for police and firemen were continued. The new system provided for a more equitable distribution and much larger grants.

As required by The Municipal Unconditional Grants Act the population of each municipality in Ontario for the purpose of paying these grants is determined on the basis of the census taken by the Dominion Government, adjusted as follows:

- (a) According to any change in boundaries between date the census was made and the end of the census year.
- (b) By deducting the number of persons in institutions, in defence establishments, on Indian Reserves or who are transients.
- (c) By allowing for errors in the census which are acknowledged by the Dominion Bureau of Statistics.
- (d) Where a municipality was incorporated after the census year its population is determined as the Department deems proper.

The Act also requires the Department to redetermine the population of any municipality for grant purposes whenever it appears that the population has increased by 7% of the population as last determined, and verification of submissions respecting increases is an important phase of the work of the Branch. In 1961 population returns submitted by municipalities indicated that 181 reflected a change of 7% or more over the preceding determined population. Accordingly these municipalities were visited by a representative of the Department so that their

Municipal Unconditional Per Capita Grants (Cont.)

populations could be redetermined.

The following is a summary of the results of these visits for 1961:

Populations as claimed by municipalities verified	143
Populations as claimed by municipalities increased	3
Populations as claimed by municipalities reduced	24
	<hr/>
	170
Claims of increased population not substantiated	11
	<hr/>
Total number visited	181

PAYMENTS UNDER THE MUNICIPAL UNCONDITIONAL GRANTS ACT  
1953

	1954 \$	1960 \$	1961 \$
Cities	7,967,743	14,672,000	15,844,000
Towns	1,135,621	2,621,000	2,550,338
Villages	244,024	519,000	494,000
Townships	2,255,268	5,142,000	4,631,000
Improvement Districts	35,501	114,338	113,000
Counties	-	11,662	11,662
	<hr/>	<hr/>	<hr/>
	11,638,157	23,080,000	23,644,000
	<hr/>	<hr/>	<hr/>



Municipal Unconditional Per Capita Grants (Cont.)

COMPARISON SHOWING EFFECT OF INTRODUCTION OF UNCONDITIONAL PER CAPITA GRANTS

	Police, Fire and 1-mill Guarantee	Police, Fire and Unconditional Grants	
	1953	1954	1961
	\$	\$	\$
Cities	3,146,056	8,138,297	16,339,000
Towns	892,252	1,172,380	2,600,000
Villages	241,605	252,057	503,000
Townships	965,706	2,276,158	4,663,000
Improvement Districts	36,305	36,010	114,000
	5,281,924	11,874,902	24,219,000

2) Payments in Lieu of Taxes - The Municipal Tax Assistance Act, 1952

To assist Ontario municipalities in their current financing, The Municipal Tax Assistance Act was passed in 1952, making provision for the payment by the Province to municipalities, of an amount equal to the amount which would have been received at the general purpose tax rate if certain Crown properties had been taxable. This includes all levies, except those for school purposes, on real property and business assessment.

However, the municipality is still not authorized to levy taxes on provincial property or against the Crown in the right of Ontario or any Crown agency and the provisions of this Act do not apply to certain Crown properties.

All provincial property in a municipality must be valued each year by the Department for the purposes of the Act. Such valuations are made on the same basis as valuations of real property liable for municipal taxation.

Payments in Lieu of Taxes - The Municipal Tax Assistance Act, 1952 (Cont.)

The following is a comparison of payments made by the Department under this Act in recent years:

	1952	1960	1961
Cities	\$ 313,050	\$ 883,000	\$ 939,000
Towns	32,977	64,000	129,000
Villages	2,143	8,000	12,000
Townships	26,849	263,000	340,000
Improvement Districts	732	6,000	5,000
	<hr/>	<hr/>	<hr/>
	\$ 375,751	\$ 1,224,000	\$1,425,000
	<hr/>	<hr/>	<hr/>

3) Unconditional Grants Re Indigent Hospitalization

The Municipal Unconditional Grants Act, 1953, was amended in 1959, 1960, and 1961 to provide for unconditional payments to Counties, Cities and Separated Towns located in Counties, and to all classes of municipalities located in Districts to assist them in meeting costs of indigent hospitalization. The grant was equal to the greater of 70 per cent of the statutory payments to hospitals less recoveries for the years 1959, 1960 and 1961 or 40 per cent of the annual average cost, similarly calculated, for the three-year period 1955 to 1957 inclusive.

Payments made to date in respect of this grant for 1961 plus an estimated \$30,000 for pending claims are summarized as follows:

Unconditional Grants Re Indigent Hospitalization (Cont.)

Cities	\$ 1,753,000
Towns	86,000
Villages	2,000
Townships	92,000
Improvement Districts	3,000
Counties	644,000
	<hr/>
	2,580,000
	<hr/>

THE LEGAL BRANCH





## LEGAL BRANCH

For a considerable number of years prior to 1960 the Department did not have qualified legal personnel in its employ but relied upon the Attorney-General's Department for legal opinions and for assistance in which questions of law were involved. In 1960 the Community Planning Branch of the Department of Planning and Development, as it then was, was transferred to this Department and amongst the personnel so transferred was Mr. J.W. Bell, a solicitor. Also, Mr. C.W. Yates, Q.C., was appointed to the office of General Municipal Counsel and the Department then employed Mr. R.B. Andrews, a solicitor, and these three solicitors are located in approximately the same location with the assistance of two secretaries.

In 1961 the programme of legislation was carried out by this branch under the direct supervision of the Deputy Minister. This programme comprised the consideration of suggestions for legislation from various sources and presentation of selected material for approval by the Deputy Minister and the Minister and, when approved, drafting proposed legislation and compiling the material in appropriate form for presentation to Cabinet and later revising the draft legislation in conjunction with the Legislative Counsel for introduction in the Legislature. There are also a number of private bills presented and these come to this branch for scrutiny as to their legality and for submission to other branches for determination of the Department's position in respect of such private bills and subsequent attending at the Private Bills Committee and the presentation of the Department's views to this committee. In regard to the amendments to the statutes administered by this Department and other

### Legal Branch

suggested amendments, this branch, with the Deputy Minister, attends at the meetings of the Municipal Law Committee in the presentation of the Department's legislation.

Generally throughout the year this branch provides legal services to all the other branches in the Department as well as to municipalities through their elected or appointed officials and endeavours to provide such legal advice as is consistent with the amount of legal assistance already available to these municipalities and without encroachment on the field of solicitors practising in these municipalities with whom this branch is always anxious to co-operate. The branch is available for consultation with municipal representatives, including municipal solicitors, and in addition to this is very often called upon to discuss with individuals problems in which municipalities are involved.

There is a considerable amount of work in conjunction with the Community Planning Branch which involves the preparation of agreements with Federal and Provincial authorities and municipalities on redevelopment plans and urban renewal projects as well as the legal problems arising out of applications for approval of proposed plans of subdivision, official plans, committees of adjustment and zoning matters.

Mr. R.B. Andrews of this branch acted as liaison officer between the Department and the Select Committee for the review of municipal legislation and attended all the meetings of the committee and has prepared a quantity of material and done research projects for this committee.

During the course of the year the branch, under the instructions of the Minister and Deputy Minister, has prepared various brochures, memoranda,

### Legal Branch

instructions and like material for distribution to the municipalities for their assistance in municipal administration.

The branch has also been represented at various conferences of municipal officials and at these has read papers or spoken on matters affecting municipalities which it is believed were well received and contributed to the success of these conferences and to good provincial-municipal relations. Amongst the conferences attended were the Municipal Clerk's and Finance Officers' Association of Ontario, the Quetico Conference, the Senior Officers' Conference of Ontario and The Institute of Public Administration of Canada.

### The Departmental Library

Containing a variety of legal and other reference books, periodicals and official reports, the Library provides members of the Department and outside enquirers with information on various aspects of municipal organization and associated activities.

During 1961 there were added to the legal section more than 250 books of a legal nature which include reports not previously available as well as text books and encyclopaedic reference books. While these additions do not make the legal section complete, they do effect an improvement such that there is now a reasonably good working law library, which previously was a serious detriment to the efficiency of the Department from a legal standpoint.

In addition to its own requirements the Library for the first time now orders all periodicals and newspapers required for the staff of the Department. Currently this totals 26 newspapers, 45 periodicals, and 10 memberships in societies publishing pamphlets and reports.

### The Departmental Library

The usual enquiries regarding boundaries, municipal status and the location of hundreds of small places without municipal status were answered during the year.

Research work on the history of municipal incorporations and municipal boundaries is still being carried on.

Twice monthly a mimeographed list of incoming available books, periodicals and reports is distributed among the staff.

Cumulative lists are maintained of all Private Bills, one covering those dealing with municipalities and another covering company charters, trans-  
poration, hospitals, societies, religious institutions etc. etc.

A list is also maintained of all Ontario Municipal Board Orders dealing with annexations and amalgamations while another list covers orders dealing with restricted area by-laws, debenture approvals for local improvements etc., dissolutions and changes of status of municipalities.

During the period of June 21 to September 10 of 1961 several students spent some time in the Department under the Colombo Plan viz:

Mr. M.C.C. Fernando from Ceylon  
Mr. A. Aziz from Malaya  
Mr. T.M. Ali, Indonesia  
Mr. A. Noerachman, Indonesia  
Mr. R.S. Acolatse, Ghana  
Mr. Joseph T.L. Boyo, Nigeria.

As in previous years the Library, with suitable explanations, guided them through a course in reading on local government and arranged a schedule of visits to all types of Municipalities to observe at first hand the operation of different phases of local government.



Department of Municipal Affairs

CLASSIFICATION OF THE MUNICIPALITIES  
OF ONTARIO

CLASSIFICATION	LOCATION			
	Metropolitan Toronto Area	Counties	Districts	Total
Cities.....	1	24	5	30
Separated Towns...	-	8	-	8
Towns.....	4	99	47	150
Villages.....	3	144	11	158
Townships.....	5	421	148	574
	13	696	211	920
Improvement Districts...	-	1	19	20
Counties - Administra- tive...	-	-	-	38
Metropolitan Toronto....	-	-	-	1
Total incorporated municipalities.....	13	697	230	979

\* The municipalities comprising Metropolitan Toronto Area are,  
for municipal purposes, separated from the County.  
The following changes are included in above.

Changes in municipal status and incorporations and dissolutions January 1, 1961  
to December 31, 1961 inclusive.

(1) Port Credit, former Village, erected into a Town.....Effective Date  
January 1, 1961

Incorporations

- (1) Belmont, former Police Village, erected into a Village..... January 1, 1961
- (2) Petawawa, part of Township of Petawawa, erected into a Village.. January 1, 1961
- (3) Stittsville, former Police Village, erected into a Village ..... January 1, 1961

Dissolutions

- Grantham Township, part amalgamated with City of St. Catharines and  
part annexed by Township of Niagara..... January 1, 1961
- Merritton Town, amalgamated with City of St. Catharines ..... January 1, 1961
- Port Dalhousie Town, amalgamated with City of St. Catharines..... January 1, 1961

Changes in status effective January, 1962

- (1) Streetsville, former Village, erected into a Town ..... January 1, 1962



### Incorporations

- (1) Airy, unorganized geographic Township, erected into a Township... January 1, 1962
- (2) Beachville, former Police Village, erected into a Village ..... January 1, 1962
- (3) Cookstown, former Police Village, erected into a Village ..... January 1, 1962
- (4) Wellesley, former Police Village, erected into a Village ..... January 1, 1962

### Dissolutions

Trafalgar Township amalgamated with Town of Oakville ..... January 1, 1962

## CHANGES IN MUNICIPAL STATUS

### AUTHORIZED

January 1, 1961

-

January 1, 1962

### TOWNS

Port Credit,  
Town of

- Incorporated former village into a town, to be known as "The Corporation of the Town of Port Credit".

Authority O.M.B.  
Order P.F.M. 9820  
effective January 1, 1961.

Streetsville,  
Town of

- Incorporated former village into a town, to be known as "The Corporation of the Town of Streetsville".

Authority O.M.B.  
Order P.F.N. 686-60  
effective January 1, 1962.

## INCORPORATIONS

### AUTHORIZED

January 1, 1961

-

January 1, 1962

### VILLAGES

Beachville,  
Village of

- Incorporated parts of the Townships of North Oxford and West Oxford as a village to be known as "The Corporation of the Village of Beachville".

Authority O.M.B.  
Order P.F.M 9467-59  
effective January 1, 1962.

Belmont,  
Village of

- Incorporated former Police Village comprising parts of the Townships of Westminster, N. Dorchester, Yarmouth, and South Dorchester to be known as "The Corporation of the Village of Belmont".

Authority O.M.B.  
Order P.F.M 10162-60  
effective January 1, 1961.

Cookstown,  
Village of

- Incorporated former Police Village into a village comprising parts of the Townships of W. Gwillimbury, Essa, Tecumseth and Innisfil to be known as "The Corporation of the Village of Cookstown".

Authority O.M.B.  
Order P.F.M 10437-60  
effective January 1, 1962.

Petawawa,  
Village of

- Incorporation of part of the Township of Petawawa to be known as "The Corporation of the Village of Petawawa".

Authority O.M.B.  
Order P.F.M. 9731-59  
effective January 1, 1961

INCORPORATIONS: - continued -

AUTHORIZED

- Stittsville,  
Village of - Incorporation of the Police Village of  
Stittsville and part of the Township of  
Goulbourn, to be known as "The Corporation  
of the Village of Stittsville".
- Authority O.M.B.  
Order P.F.M 166-60  
effective January 1, 1961.

- Wellesley,  
Village of - Incorporation of the Police Village of  
Wellesley, to be known as "The Corporation  
of the Village of Wellesley".
- Authority O.M.B.  
Order P.F.N 2318-61  
effective January 1, 1962.

TOWNSHIP

- Airy,  
Township of - Incorporation of the township of Airy to  
be known as "The Corporation of the  
Township of Airy".
- Authority O.M.B.  
Order P.F.N 40-60  
effective January 1, 1962.

DISSOLUTIONS

AUTHORIZED

- EFFECTIVE - 1961 and 1962.
- Merritton,  
Town of - Dissolution of the Town of Merritton.  
Amalgamated with the City of St. Catharines,  
O.M.B. Order P.F.M 9698-59; 9718-59; 9821-59  
effective January 1, 1961.
- Fort Dalhousie,  
Town of - Dissolution of the Town of Port Dalhousie.  
Amalgamated with the City of St. Catharines,  
O.M.B. Order P.F.M 9698-59; 9718-59; 9821-59.  
effective January 1, 1961.

DISSOLUTIONS: - continued

- Grantham,  
Township of - Dissolution of the Township of Grantham -  
part amalgamated with the City of St. Catharines  
and part annexed by the Township of Niagara  
O.M.B. Order P.F.M 9698-59; 9718-59; 9821-59,  
and O.M.B. Order P.F.M 949.  
effective January 1, 1961.
- Trafalgar,  
Township of - Dissolution of the Township of Trafalgar by  
Amalgamation of the Town of Oakville and  
the Township of Trafalgar to be known as  
the Town of Oakville. O.M.B. Order  
P.F.N. 1760-61.  
effective January 1, 1962.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEAR ENDING DECEMBER 31, 1961.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Aylmer, Town of	Elgin	Annexation of part of the Township of Malahide O.M.B. Order P.F.M 8825-59 effective January 1, 1961.
Delhi, Town of	Norfolk	Annexation of part of the Township of Windham O.M.B. Order P.F.M 1199-61 effective January 1, 1962.
Dowling, Township of	Sudbury	Annexation of parts of the unorganized Township of Fairbank O.M.B. Order P.F.M 9741 effective January 1, 1961.
Eastview, Town of	Carleton	Annexation of part of the City of Ottawa O.M.B. Order P.F.N 856-60 effective August 1, 1961.
Erie Beach, Village of	Kent	Annexation of part of the Township of Harwich O.M.B. Order P.F.N 629-60 effective April 1, 1961.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEAR ENDING DECEMBER 31, 1961.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Fonthill, Village of	Welland	Annexation of part of the Township of Pelham O.M.B. Order P.F.N 447-60 effective January 1, 1961.
Galt, City of	Waterloo	Annexation of part of the Township of N. Dumfries O.M.B. Order January 1, 1962 effective January 1, 1962.
Hanover, Town of	Grey	Annexation of part of the Township of Bentinck O.M.B. Order P.F.M 10431-60 effective January 1, 1961.
Lindsay, Town of	Victoria	Annexation of part of the Township of Ops O.M.B. Order P.F.M 9521-59 effective January 1, 1961
London, City of	Middlesex	Annexation of part of the Townships of London and Westminster O.M.B. Order P.F.M 7054-58 effective January 1, 1961.
Niagara, Township of	Lincoln	Annexation of part of the Township of Grantham O.M.B. Order P.F.M 9491 effective January 1, 1961
Oakville, Town of	Halton	Amalgamation of the Township of Trafalgar and the Town of Oakville, to be known as the Town of Oakville. O.M.B. Order P.F.N 1760-61 effective January 1, 1962.
Ottawa, City of	Carleton	Annexation of part of the Town of Eastview (47,496 sq.ft.) O.M.B. Order P.F.N 857-60 effective August 1, 1961.
Port Dover, Town of	Norfolk	Annexation of part of the Township of Woodhouse O.M.B. Order P.F.M 9870 effective January 1, 1961.



AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEAR ENDING DECEMBER 31, 1961.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Richmond Hill, Town of	York	Annexation of part of the Township of Vaughan O.M.B. Order P.F.M 10364-60 effective January 1, 1961.
Richmond Hill, Town of	York	Annexation of part of the Township of Vaughan O.M.B. Order P.F.N 348-60 effective January 1, 1961.
St. Catharines, City of	Lincoln	Amalgamation of part of the Township of Grantham, Town of Port Dalhousie, Town of Merritton and City of St. Catharines. O.M.B. Order P.F.M 9698-59; 9718-59; 9821-59, effective January 1, 1961.
St. Thomas, City of	Elgin	Annexation of part of the Township of Yarmouth O.M.B. Order P.F.M 9175; 9631. effective January 1, 1961.
Simcoe, Town of	Norfolk	Annexation of part of the Township of Woodhouse O.M.B. Order P.F.N 234-60 effective January 1, 1961.
Simcoe, Town of	Norfolk	Annexation of part of the Township of Townsend O.M.B. Order P.F.N 361-60 effective January 1, 1961.
Smith's Falls, Town of	Lanark	Annexation of part of the Township of Montague O.M.B. Order P.F.N 1086-61 effective May 1, 1961.
Streetsville, Town of	Peel	Annexation of part of the Township of Toronto O.M.B. Order P.F.N 687-60 effective March 1, 1961
Welland, City of	Welland	Annexation of parts of the Townships of Crowland, Township of Humberstone, Township of Pelham, and Township of Thorold. O.M.B. Order P.F.M 9840-59; 9841-59; 9842-59; 9843-59, effective January 1, 1961.



The Department of Municipal  
Affairs, Annual Report, 1961

COMMUNITY PLANNING BRANCH



## COMMUNITY PLANNING BRANCH

### History and Purposes

On December 31, 1961, the Community Planning Branch completed its first full calendar year in the Department of Municipal Affairs and most of the adjustments made necessary by the transfer of a unit of the size of the Branch had been made. The Branch originated as one of the main divisions of the Department of Planning and Development, which was formed in 1944, and became part of the Department of Municipal Affairs on April 1, 1960. One of the first duties allocated to the Branch was assisting in the drafting of new community planning legislation for Ontario, based upon a careful consideration of the particular needs of Ontario communities and upon a thorough examination of existing legislation in other provinces of Canada and in other countries. The result of this was the passing of The Planning Act, 1946, replacing the first broad community planning legislation enacted in Ontario -- The Planning and Development Act of 1917.

Throughout 1961, the authorized complement of the Branch remained at 68. In addition to its permanent staff, the Branch employed "casual" research and clerical staff during the summer season and had a total of 16 on its summer casual staff during the peak of activities in the summer of 1961.



The Branch has the following main divisions

- Administration Section
- Official Plans Section
- Planning Organization Section
- Redevelopment Section
- Regional Studies Section
- Subdivision Section
- Zoning Section
- Library
- Design and Draughting Service

Stimulating community planning activities throughout Ontario is perhaps the most important function of the Community Planning Branch. All types of community, from the very small to those of regional size, are assisted in organizing for planning and in tackling their problems intelligently and energetically. The main responsibility for community planning remains with the local community itself, of course, and a great deal of credit should go to those members of planning boards and municipal councils, to those planning and municipal officials, and to the various other governmental and private agencies that have contributed to the successes that have already been achieved.

The various administrative functions arising from The Planning Act have been assigned to the Community Planning Branch. These include the processing of applications to the Minister for the definition of planning areas, for the approval of official plans and amendments, redevelopment activities, and plans of subdivision, and for consent to create single new lots in areas of subdivision control. Many of these functions call for considerable technical and administrative skill and experience and involve the co-ordination of the activities of many governmental and other bodies.

An extensive counselling and advisory service is provided by the Branch in regard to such matters as planning organization, official plans, zoning, building regulation, subdivision design and procedure, and planning operations in general.

The Branch has also performed certain direct planning operations, such as the design of new towns at Manitouwadge, Elliot Lake, and elsewhere.

The following pages outline some of the 1961 planning activities of the Branch in some of the major areas of responsibility assigned to it.

### Planning Areas and Planning Boards

In Ontario, planning boards operate in planning areas defined by the Minister of Municipal Affairs under section 2 of The Planning Act. Planning areas may embrace a single municipality or a group of municipalities, and planning boards are appointed by the appropriate municipal councils. The main duties of planning boards are to study the physical, social, and economic aspects of the community and to recommend appropriate measures to the council or councils to which it acts in an advisory capacity. Each planning board is expected to prepare a comprehensive policy, pattern, and programme of development suitable for adoption by the council or councils in the planning area as an official plan. Planning boards are also required to take steps to keep the public informed on planning matters affecting the community.

Planning areas embracing two or more local municipalities are known as joint planning areas. Two joint planning areas (the Tilbury and District Planning Area and the St. Mary's and District Planning Area) were defined in 1961, compared with 8 in 1960.

Subsidiary planning areas usually cover only one municipality and are located within a joint planning area, resulting in a two-tier planning organization.

During 1961 there were 13 subsidiary planning areas defined, compared with 8 in 1960. These new subsidiary planning areas are as follows:

Blezard	City of London	Township of Whitney
Township of Capreol	Chelmsford	Elora
Dowling	Town of Lindsay	Township of Brant
Mimico	West Gwillimbury	Blanshard
		Windham

Where a planning area embraces only one local municipality and is not within a joint planning area, it is known as a single independent planning area. The year 1961 saw 5 of these defined, compared with 7 in 1960. The 5 new ones are:

Township of Dereham  
Medora and Wood  
Township of Downie  
Mulmur  
Stittsville

Six existing planning areas were enlarged in 1961 (the same number as in 1960) and 4 were dissolved (7 in 1960).

Since 1946, when the present legislation for establishing planning areas and planning boards came into effect, there has been a steady increase in the number of planning areas created. At the end of 1961 the situation was as follows:

Single Independent Planning Areas	-	159
Subsidiary Planning Areas	-	117
Joint Planning Areas	-	74
		<hr/>
		350
		<hr/> <hr/>

At the same time, the number of municipalities wholly or partially within planning areas was:

Cities	30
Towns	115
Villages	55
Incorporated Townships	220
Unorganized Townships	32
Improvement Districts	5
Metropolitan Municipalities	1
	<hr/>
Total	458
	<hr/> <hr/>

## Official Plans

Communities grow and change as the result of innumerable decisions by their inhabitants. It is important that these decisions be suitably co-ordinated on the basis of an agreed-upon pattern of development. The Planning Act provides for this through the adoption by the community of an official plan which is prepared by the planning board, adopted by the council and approved by the Minister of Municipal Affairs. The Branch processes applications for the Minister's approval of proposed official plans and amendments to existing official plans.

This involves examining each application to make sure it is technically sound and is in the correct form and consulting planning boards, councils and officials of municipalities and government departments that might be affected. It also involves the general dissemination of information on procedures relating to official plans and their approval. Naturally all this necessitates a considerable amount of travel for members of the staff of the Official Plans Section.

During 1961, official plans were approved for the following seven planning areas:

Hagersville and Suburban	City of Chatham
Trenton and Suburban	City of London
Anderdon	Neebing
Fort Frances	

These brought the number of official plans in force at the end of 1961 to a total of 105, covering all or parts of 130 municipalities.

Naturally not all official plans or amendments are approved as originally drafted.

During 1961 the following disposition was made:

Official Plans approved	-	7
Amendments approved	-	150
Applications refused or not recommended	-	2
Applications withdrawn or abandoned	-	13

Total		172
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The total number of applications dealt with in 1960 was 142.

During 1961, 44 applications for the approval of official plans or amendments were referred to the Ontario Municipal Board under section 34 of The Planning Act, compared with 25 in 1960.

### Zoning By-laws

These are passed by the councils of local municipalities for the purpose of regulating the use of land and the erection and use of buildings in the interests of producing an harmonious land-use pattern including certain desirable standards of spacing of buildings, density of population, etc. Zoning by-laws were originally thought of as preventing certain conditions; now they are more often thought of as a positive means of implementing certain aspects of official plans.

It used to be considered that zoning by-laws were appropriate only to urban situations. Now it is realized that their use helps rural and resort municipalities to prevent the development of undesirable situations and to encourage the maintenance of sound and healthier conditions.

Many new zoning techniques are being developed both in Canada and the United States to improve and simplify the regulation of land use and of the erection and use of buildings without unduly limiting the traditional rights and privileges of the owners and occupants. This Branch devotes considerable attention to these new techniques and disseminates information about those which give most promise of improving zoning by-laws and their enforcement in Ontario.

As it does in connection with most of its other activities, the Branch maintains an advisory service in regard to zoning by-laws and other regulation of the use of land or the erection and use of buildings. In addition to the large number of consultations with representatives of municipalities and planning boards, the Branch furnished written comment to such bodies on 834 by-laws in 1961. The 1960 figure was 595.



The situation in Ontario in regard to the regulation of land use in the interests of sound community development is encouraging. At the end of 1961, at least 386 municipalities, or 39.5% of the 976 municipalities in the Province, including counties, had enacted zoning by-laws -- all the cities, 57.9% of the towns, 26.3% of the villages, 33.4% of the townships and 25% of the improvement districts. Incidentally, counties have control over land use and the placing of buildings within 150 feet of all county roads.

Not all of these municipalities have zoning by-laws of high quality. However, 134 of the 360 municipalities have comprehensive zoning by-laws covering the entire municipality, which divide it into land-use zones and establish regulations on the use of land and the erection and use of buildings.

All zoning by-laws and amending by-laws require the approval of the Ontario Municipal Board. At the request of the Board the Community Planning Branch reviews all by-laws and amending by-laws submitted to the Ontario Municipal Board for approval. During 1961, the Branch commented to the Ontario Municipal Board on 899 by-laws and amending by-laws, compared with 628 in 1960.

#### Committees of Adjustment

Committees of adjustment consisting of three or more members are appointed under The Planning Act by the municipal council but may be established only where the municipality has an official plan which has been implemented by one or more by-laws. During 1961, seven new such committees were formed -- in Darlington, Fort Frances, Long Branch, Nipigon, Shuniah, Trenton, and Vaughan. This brought to 74 the total number of committees in existence at the end of the year.

The Community Planning Branch reviews all decisions of all committees of adjustment and in certain cases recommends that the decision be appealed. During 1961, the Branch reviewed 2,611 decisions, a substantial increase from the 2,072 of 1960.

The number of decisions appealed by the Minister in 1961 was 10, one less than the figure for 1960. Applicants to committees of adjustment appealed 71 decisions - two more than in 1960. Persons other than those already noted appealed 35 decisions in 1961 - compared with 31 in 1960. The total number of appeals in 1961 was 116 or 4.4% of the total number of decisions for the year - compared with 5.3% in 1960.

#### Redevelopment and other Urban Renewal Activities

Interest in improving the built-up portions of Ontario communities and in preventing blight through various renewal programmes continued to increase during 1961. The Branch actively fostered this interest through publications, visits to municipalities, participation in conferences, and other means. There is a growing awareness of the need for urban renewal programmes to encompass commercial and industrial, as well as residential, districts and there is an increasing concern for ensuring that redevelopment projects are complemented by rehabilitation and conservation activities in adjoining areas.

Urban renewal studies that are approved by the Province and by Central Mortgage and Housing Corporation are eligible for financial assistance from C.M.H.C. to 75% of the cost of the study. In 1961, approved studies were under way in Ottawa, Niagara Falls, and Sudbury and at year's end a study for Brantford had been approved by the Province and was awaiting C.M.H.C. action. The Community Planning Branch, together with C.M.H.C. and the municipality, is represented on a joint liaison committee that supervises the conduct of each of the studies that are under way.

Redevelopment areas were designated, with the Minister's approval, in the Township of Sandwich West and in Hamilton during 1961 and approval was given to the acquisition and clearance of redevelopment areas in Sandwich West and Trafalgar Townships. Provincial grants in aid of the acquisition and clearance of redevelopment areas were approved in 1961 for projects in Hamilton and Windsor. By the end of the year, approval in principle had been given to further grants in aid for pro-

jects in Toronto and Kingston.

#### Minimum Standards Study

At the end of 1961, the study of minimum standards of occupancy and maintenance of dwellings being conducted by the Branch was still under way. This study was commenced in 1959 with 75% of its cost (estimated to be \$32,000) being borne by C.M.H.C., the remaining 25% by the Province. Its purpose is to find out more about the causes of blight, to discover how existing powers available to municipalities can be used to maintain acceptable standards of occupancy and maintenance of dwellings, and to determine what additional powers, if any, should be made available. The study is expected to produce a model set of minimum standards and to develop a study technique that might be used for this type of problem generally.

Two interim reports and a supplementary report have been issued in connection with this study and the final report was nearing completion at the end of 1961.

#### Land Subdivision

It is not long ago since the subdivision of land was little more than the legal demarcation of the limits of road allowances and the boundaries of lots and blocks of land. To-day it is recognized that a plan of land subdivision is the first step in a physical development which profoundly affects the whole community. In these circumstances the development of even one new lot is significant and in most areas may require the approval of the planning board or the Minister of Municipal Affairs. It must be shown in cases of the approval of plans of subdivision that provision is made for the construction of road, installation of various essential services, allotment of public open space and the provision of school sites and shopping areas.

#### Areas of Subdivision Control

During 1961, 4 towns, 3 villages, 13 townships for the first time passed by-laws

designating areas of subdivision control. This brings the number of municipalities having such areas of control up to a total of 355.

According to The Planning Act, all by-laws altering or dissolving areas of subdivision control require the approval of the Minister. During 1961, 4 cities, 7 towns, 3 villages, and 23 townships altered areas of subdivision control with the Minister's approval.

Section 26(3) of The Planning Act provides certain exemptions from the requirement that a plan of subdivision must be approved and registered in areas of subdivision control when a parcel of land is to be divided into two or more lots or blocks. Planning boards may grant consent to the creation of individual lots. Where there is no planning board the Minister has the authority to give consent. In 1961 there were 311 applications for consent received by the Minister, compared with 306 in 1960. There were 256 consents granted by the Minister in 1961 -- 12 less than in 1960.

#### Approval of Plans of Subdivision

During 1961 there were 671 applications for approval of draft plans of subdivision received. There were also 143 revised draft plans submitted making a total of 814 submissions. Total submissions in 1960 numbered 1060.

There were 632 draft plans of subdivision approved in 1961 and 633 final plans approved. Corresponding figures for 1960 were 804 and 814.

#### Lands for Public Purposes (Five-Percent Lands)

The Planning Act authorizes the Minister of Municipal Affairs to require as a condition to the approval of a plan of subdivision that land to an amount not exceeding five percent of that in the plan be conveyed to the municipality for public purposes other than highways. The Minister may alternatively authorize payment of money to the municipality in lieu of the usual conveyance. All money so received



must be expended only for the purchase of alternative lands for public purposes. It is generally accepted that such lands are intended for parks, recreational areas, etc.

During 1961, the Minister authorized the acceptance by municipalities of payments of money in lieu of the conveyance of land in 51 instances for a total amount of \$438,249. The total amount involved in the 28 transactions approved in 1960 was \$515,098.50. The Minister also approved 48 sales of five-percent land in 1961 for a total amount in excess of \$634,808, and 35 purchases of alternative park areas for a total amount in excess of \$980,016. Comparable figures for sales and purchases in 1960 were \$484,428.57 and \$361,870.70. The total number of transactions in all three categories was thus 134 for a total amount of over \$2,053,073. In 1960, 143 transactions were approved for an amount in excess of \$1,361,397.67. Exact amounts cannot be given, because exchanges of land are handled as sales and purchases and, where the values of lands being exchanged are equal, no sale or purchase prices are included in the approval.

#### Minister's Orders

Under section 27 of The Planning Act the Minister is authorized to make orders having the effect of municipal by-laws designating areas of subdivision control or of zoning by-laws. They are primarily intended for unorganized territory and are used most sparingly elsewhere. Only 9 such orders have been made since 1946 and only 3 were still in force at the end of 1961. No new orders were made in 1961.

#### Regional Studies

A programme of regional studies is being carried out by the Branch. Broadly speaking, the objective is to provide planning boards, municipal councils and other local agencies with information about the physical, social, and economic characteristics of the area. It is also to assist the Community Planning Branch in carrying



out its full range of administrative and advisory duties. Further, it is to provide various government departments, industrial and business organizations, etc., with information on a regional basis. Finally, it is to emphasize the inter-municipal and regional relationships of the areas studied, for the purpose of indicating the need for planning on the basis of wider areas.

The first area studied was that part of the valley of the St. Lawrence River most directly affected by the power and seaway projects. The Hydro-Electric Power Commission of Ontario and the local municipalities were involved in the relocation of communities that were to be flooded, and the study was intended to produce information of vital importance in dealing with the many problems that resulted from this huge undertaking. Later, a similar study was made of the Niagara Peninsula and a brief study of the Sudbury and Blezard Valley area. Reports issued on various aspects of these studies are in considerable demand.

A study of the area between Hamilton and Oshawa has been started but shortage of staff has brought it to a virtual standstill.

A special study of commercial land uses in urban areas was commenced in the summer of 1961. This study promises to be very useful in determining the amounts of land that should be allocated for commercial use and the range of intensity of the use of commercial land that is likely to develop. A study of development in the Ottawa area was undertaken in 1961 and the mapping of population density in Ontario in 1956 and the change in density between 1951 and 1956 was completed.

#### Field Service and Conferences

As noted elsewhere the Branch is required to devote considerable time to advising municipalities, planning boards and other agencies on various procedural and technical aspects of community planning. The Branch also convenes conferences and planning workshops and prepares and distributes manuals and other publications containing

useful information and ideas to those locally responsible for planning activities.

During 1961, officials of the Branch paid some 533 visits to 244 communities.

This again was a drop from the previous year, caused by the increased volume of administrative work that made it necessary to curtail many visits that had been requested by various communities.

During 1961, five planning workshops were held. These were held at Cornwall, Newmarket, Goderich, Cobourg, and Timmins. In the aggregate, some 72 municipalities participated, represented by nearly 350 persons in planning organizations or in municipal life. There are always far more requests for these planning workshops than the resources of the Branch can satisfy.

Since 1958 the Branch has been holding two planning conferences each year for representatives from the staffs of the planning boards in the Province with full-time staffs. The advantages to both parties are fairly obvious. During 1961, the usual two conferences were held. At the first one 47 attended, representing 27 planning boards. At the second 46 attended, representing 26 planning boards.

On April 18 and 19, the Branch sponsored for the first time a conference of planning consultants. A total of 24 persons in the private planning consulting field attended, in addition to several members of the staff of the Branch. Considerable attention was devoted to the procedures for obtaining approvals under The Planning Act. The conference was valuable in that it afforded an opportunity for an exchange of views between the Branch and most of the consulting firms operating in the Province on many aspects of planning procedures.

#### Publications

The Branch places considerable value on its publications of various kinds, disseminating procedural and technical information to local officials and supplementing such information as may be available to them from outside sources.

ONTARIO PLANNING is a "workhorse" publication, inexpensively produced within the Department and serving as an economical and effective means of channelling important information to planning boards, committees of adjustment and municipal councillors and officials. Eight issues were published in 1961, one more than in 1960.

In each year there are amendments to The Planning Act, an office consolidation is prepared and copies sent to planning boards, committees of adjustment, municipal councils, surveyors, planning consultants, and various officials and others who use the Act frequently. This is a valuable service and much appreciated. A new consolidation was prepared after the first session of the Legislature in 1961, of which 11,000 copies were printed.

The following are some of the new or revised publications issued by the Branch in 1961.

1. Urban Renewal Notes (revision) - 60 pp. - 500 copies
2. Niagara Area - Changing Land Uses - 12 pp. - 5,500 copies
3. Directory of Planning Areas, Planning Boards, and Committees of Adjustment  
- 112 pp. - 300 copies
4. Bibliography of Theses on Planning Subjects - 38 pp. - 500 copies
5. Notices of Changes in The Planning Act - 2 pp. - 5,000 copies
6. Summary of Amendments to The Planning Act in 1961 - 2 pp. - 1,600 copies
7. Standardized Legend, Official Plans and Zoning By-laws - 13 pp. - 150 copies
8. Draft of Format of Amendments to Official Plans and Systems of Numbering  
Amendments - 8 pp. - 140 copies
9. Urban Renewal: Where it is Needed, How it is Handled, What it can do -  
8 pp. - 50 copies
10. A Better Place to Live - Second Interim Report of the Study of Minimum  
Standards of Occupancy and Maintenance of Dwellings - 130 pp. -  
1,000 copies
11. St. Lawrence Area: Recreation (revision) - 70 pp. - 250 copies

12. Housing Code Programs. This is a supplementary report produced by the Study of Minimum Standards of Occupancy and Maintenance of Dwellings - 69 pp. - 600 copies

The Branch has copies of over 40 publications available for general or limited distribution, in addition to back issues of ONTARIO PLANNING. Many are published by the Branch, others by various other planning organizations.

#### Reprints of Publications

During 1961 the Branch reprinted 13 articles from ONTARIO PLANNING.





R E P O R T  
of  
THE ONTARIO MUNICIPAL BOARD  
is issued independently  
and is not included in the Departmental  
Report



R E P O R T  
of  
THE ONTARIO WATER RESOURCES COMMISSION  
is issued independently  
and is not included in the Departmental  
Report



THE MUNICIPAL ADVISORY COMMITTEE





## MUNICIPAL ADVISORY COMMITTEE

The Chairman and six Members of the Committee appointed by Orders-in-Council 976 and 1262/59 for a period terminating on March 31st, 1961, were augmented by the appointment by Order-in-Council 1096/61 of five Members effective March 1, 1961, until March 31, 1961. Order-in-Council 1111/61 reappointed the Chairman and Members for a two-year period effective April 1, 1961 to March 31, 1963.

The Members of the Committee are:

Alfred H. Cowling, M.P.P.	Chairman
Harry Adams	Member, Ontario Farmers' Union
K. Grant Crawford, M.A.	Director, The Institute of Local Government Queen's University
John Dolmer	Second Vice President Ontario Farmers' Union
W.H. Heaton	formerly Comptroller Township of East York
Charles Huffman	Second Vice President Ontario Federation of Agriculture
J.W. McBain	Clerk-Comptroller Township of Teck
W.G. Manning	Clerk-Treasurer County of Ontario
D.M. Martin	Clerk City of Fort William
Donald Middleton	Director of Properties Ontario Federation of Agriculture
E.C. Reid	Clerk City of St. Thomas
Eric Simpson	Assessor County of Simcoe

Three of the five Members appointed on March 1st are representatives of the Ontario Federation of Agriculture (Messrs. Huffman, Middleton and Simpson) and two are representatives of the Ontario Farmers' Union (Messrs. Adams and Dolmer). These Members were appointed to assist with a study of agricultural assessment and taxation.

Seven three-day meetings were held, one per month from January to June inclusive and one in August.

Four special reports, containing recommendations, were made to the Minister. These dealt with a code of ethics for those elected to municipal office, The Municipal Franchise Extension Act, Sixth Report on the Revision of The Assessment Act and Agricultural Assessment and Taxation.

In order to obtain information the Committee has from time to time requested the attendance of certain knowledgeable persons and has sent questionnaires to selected municipalities and municipal officials. The Committee wishes to thank Mr. A.J.B. Gray, Assessment Commissioner, Municipality of Metropolitan Toronto, various members of the Departments of Education and Agriculture and the members of this Department who have attended meetings and the municipal officials who have replied to the questionnaires.







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ONTARIO.

DEPARTMENT OF MUNICIPAL AFFAIRS

*Twenty - ninth*

# **ANNUAL REPORT.**

FOR THE YEAR ENDING DECEMBER 31, 1962





THE DEPARTMENT OF MUNICIPAL AFFAIRS

TWENTY-NINTH ANNUAL REPORT

For the year ending December 31, 1962



DEPARTMENT OF MUNICIPAL AFFAIRS

TO THE HONOURABLE J. W. SPOONER,  
MINISTER OF MUNICIPAL AFFAIRS.

Sir:

I have the honour to present to you the Twenty-ninth Annual Report on the activities of the Department of Municipal Affairs for the calendar year ending December 31st, 1962.

It is a pleasure also to record the continued assistance and loyal support of the members of the staff of this Department and the co-operation received from other Departments of the Government.

I have the honour to be, Sir,

Your obedient servant,

  
L. R. Cumming  
Deputy Minister

Toronto, Ontario,  
February 27, 1963.





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GENERAL ACTIVITIES OF  
THE DEPARTMENT OF MUNICIPAL AFFAIRS

The three-fold principle underlying the operations of the Department is to provide Ontario's 979 municipalities with advice and direction, when they request it; to give close supervision to newly established municipalities where necessary; and to administer such Acts related to municipal operations as the Legislature directs.

The Department was organized in 1935 to exercise supervisory control over some 39 defaulting municipalities. During the years since then the scope of the Department's activities and its facilities have so broadened that now problems involving practically every phase of municipal administration are continually brought to the Department both by elected and appointed municipal officials.

The Honorable J. W. Spooner was sworn in as Minister of Municipal Affairs on October 25th, 1962.

The current reorganization of the Department will be completed during 1963 under the following Organization:-

- Minister's Office
- Deputy Minister's Office
- Municipal Accounting and Auditing Branch
- Municipal Assessment Branch
- Municipal Finance Branch
- Municipal Organization and Administration Branch
- Community Planning Branch
- Law Branch
- Accounts Branch
- Operations Branch

## BRANCHES AND DIVISIONS OF THE DEPARTMENT

The Department is divided into:

1. Municipal Administration Branch
2. Municipal Assessment Branch
3. Municipal Auditing and Accounting Branch
4. Main Office Branch
5. Legal Branch
6. Community Planning Branch

The Minister of Municipal Affairs is charged with  
the administration of:

1. The Ontario Municipal Board
2. The Municipal Advisory Committee
3. Ontario Water Resources Commission

## DUTIES OF BRANCHES AND DIVISIONS

### 1. Municipal Administration Branch

(a) Municipal Administration

Municipalities under partial supervision  
Improvement Districts

(b) Designated Mining Municipalities

(c) School Section Administration

(d) Departmental Approval to Certain Municipal  
By-laws, etc. (listing)

Destruction of records

Industrial sites

Taxes on Mines or Mineral Works

Powers of Township to assess Telephone and  
Telegraph Companies on gross receipt basis

(e) General and Administrative Assistance to  
Municipalities

(f) Tax Registration

### 2. Municipal Assessment Branch

(a) Establishing Equalization Factors

(b) Equalization of Assessment and The Homes for the Aged Act

(c) Valuations of Ontario Government and Ontario Hydro Property

(d) Designated Mining Municipalities

(e) Establishing a basis of equalized assessment throughout Ontario

DUTIES OF BRANCHES AND DIVISIONS (cont'd.)

- (f) County Assessment System
- (g) Special Projects
- (h) General assistance to municipalities in assessment problems
- (i) Approval of by-laws

3. Municipal Auditing and Accounting Branch

- (a) Improvement of municipal auditing and accounting practices
  - 1) Licensing of auditors
  - 2) Improvement of auditing procedures
  - 3) Study of municipal audit reports
  - 4) Visits to municipal accounting departments
  - 5) Lectures at municipal courses, etc.
  - 6) Assist new municipalities to set up original accounting records
- (b) Preparation and publication of municipal statistical data
  - 1) The Annual Report of Municipal Statistics
  - 2) The Municipal Directory
- (c) Verification of claims for subsidies and grants
  - 1) Winter works unemployment projects
  - 2) Payments in lieu of taxes
  - 3) Municipal winter works incentive programme 1961-62
- (d) Special Projects

DUTIES OF BRANCHES AND DIVISIONS (cont'd.)

4. Main Office Branch

- (a) Personnel
- (b) Accounts and Payrolls
- (c) Records and Mail Section
- (d) Research
- (e) Grants and Subsidies

5. Legal Branch

- (a) Library

6. Community Planning Branch

This Branch assists and advises local communities in all phases of their physical planning, so that they may become more attractive and more efficient.

The means of attaining this objective includes:

- 1) Conducting a programme of public education through various channels
- 2) Working closely with municipal councils and other local agencies in creating local planning organizations
- 3) Offering guidance to local communities through the administration of The Planning Act 1955, and through consultation with local planning officials on practically every detail and every aspect of the subject.
- 4) Co-ordinating local planning with the plans and policies of Provincial and Dominion Government agencies.



## DUTIES OF BRANCHES AND DIVISIONS (cont'd)

- 5) Conducting studies of special areas to secure information for future development.
- 6) Planning and design of new townsites in connection with the development of natural resources.

### 7. The Ontario Municipal Board

The activities of this body are laid down in The Ontario Municipal Board Act and are so numerous as to form a separately published report.

### 8. The Municipal Advisory Committee

This is a Committee composed of a Chairman, Vice-Chairman and 11 Members from different municipalities across Ontario, the duty of which is to advise the Minister of Municipal Affairs on all questions related to municipalities.

### 9. Ontario Water Resources Commission

Broadly speaking the task of the Commission is:

- 1) to develop and make available supplies of water
- 2) to construct and operate systems for the supply, purification and distribution of water and for the disposal of sewage.
- 3) to enter into agreements with respect to the supply of water or the disposal of sewage.
- 4) to conduct research programmes and to prepare statistics for its purposes.
- 5) to perform such other functions as may be assigned to it by the Lieutenant-Governor in Council.

THE MUNICIPAL ADMINISTRATION BRANCH



## THE MUNICIPAL ADMINISTRATION BRANCH

The activities and responsibilities of the Branch include the following:

(a) Municipal Administration

One of the prime functions of the Branch is to discharge the Department's duties, obligations and responsibilities under The Department of Municipal Affairs Act in respect to those municipalities which from time to time are made subject to the Department's full or partial supervision. These municipalities (and their local boards) may be regarded as being in two distinct groups.

The first comprises municipalities which have experienced or are experiencing serious difficulty in meeting their financial commitments. Since 1932, thirty-nine such municipalities have been placed in the Department's charge and have had full local administrative control restored as the conditions subsequently warranted. At the present time the duties of the Branch in respect to municipalities in this category are limited to oversight in certain of the financial affairs of the Town of Thessalon. On December 31st, 1962 the Township of Matachewan, which had been under the supervision of the Department since August 21st, 1961, was dissolved by an order of the Ontario Municipal Board, and became unorganized territory. For the purpose of realizing upon the assets of the municipality and distributing the proceeds to the persons entitled thereto the Clerk of the municipality was appointed Trustee. Under the terms of the Order the

Trustee is subject to Departmental supervision.

The second group is comprised of municipalities known as improvement districts. The improvement district form of local government is generally utilized where there is need to provide municipal services for localities in which no municipal organization is in existence. Thus most improvement districts are to be found in the northern Districts of the Province and their formation is often the direct result of industrial development such as mining and the production of pulp and paper. Unlike townships, villages, towns and cities the improvement district does not have an elected council but is governed by a board of three trustees appointed by the Lieutenant-Governor in Council. The legislation under which improvement districts are created provides for an extensive degree of administrative guidance by the Department. This is carried out by the Branch and includes reasonably frequent visits for the purpose of active on-site participation in the local administration of these municipalities.

There are nineteen improvement districts currently in existence and they are listed as follows:



# IMPROVEMENT DISTRICTS

NAME	DATE ERECTED	POPULATION	CHAIRMAN	VICE-CHAIRMAN	MEMBER	SECRETARY-TREASURER	
						NAME	ADDRESS
BALMERTOWN	Oct. 2, 1950	1686	O. J. Matthews	E. E. Pine	F. J. Fulton	W. R. B. Trow	Box 190, Balmertown
BEARDMORE	May 1, 1945	1125	T. Kelly	J. Katajamaki	N. Kilborn	R. Nylund	Box 9, Beardmore
BICROFT	Jan. 1, 1938	648	Miss M. L. Bamford	J. M. Thompson	H. J. Johnson	Miss M. L. Bamford	Cardiff
CAMERON	July 31, 1944	191	W. McMartin	C. Blair	D. F. McMeekin	Mrs. A. Blair	R.R. #1, Mattawa
DORION	Jan. 1, 1921	503	J. Gardner	J. Worral	E. Swanson	J. Symington	17 Tomlinson Bl. Pt. Arthur
ELLIOT LAKE	Sept. 1, 1955	10582	E. Futterer	S. Foreman	J. Wellard	P. J. Brown	Plaza Bldg. Elliot Lake
GAUTHIER	May 31, 1945	298	J. H. Botsford	J. P. Ford	R. Aspden	J. P. Ford	Dobie
KINGHAM	Jan. 1, 1952	68	W. Vanclieaf	H. G. Farstad	D. Burdick	Mrs. L. Belonaha	Wavell
KINGSPORD	Sept. 1, 1944	98	R. Alexander	C. Smith	E. Smith	E. Spicer	R. R. #2, Emo
LONGLAC	Jan. 1, 1932	1200	R. B. Loughlan	F. Lemieux	R. Matson	Mrs. L. Skinner	Box 336, Longlac
MANITOUWADGE	Nov. 1, 1954	2743	W. Harrison	H. H. McDonald	R. S. Hafildson	P. Radford	Manitouwadge
MARATHON	Dec. 31, 1946	2722	L. D. Irwin	F. Talarico	A. Gordon	G. S. Wilkinson	Marathon
NAKINA	Jan. 1, 1957	688	J. Popowich	E. McKillip	D. Downey	T. G. Murphy	Nakina
ONAPING	Jan. 1, 1956	1180	E. G. Jarvis	R. J. Beaudry	B. B. Thompson	H. Bondett	Onaping
RED ROCK	July 14, 1945	1829	K. G. Laberge	D. Roy	O. Inget	A. Phillips	Municipal Office, Red Rock
RENABIE	Sept. 1, 1947	422	M. I. Brown	P. Clarke	R. L. Scott	R. L. Scott	Renabie
SIOUX NARROWS	Aug. 31, 1944	407	C. Gaudry	J. Hagen	G. Dion	Mrs. E. Larson	Sioux Narrows
VAL ALBERT	Dec. 31, 1954	2689	E. Newton	T. Tremblay	A. Veilleux	J. J. Trottier	2 Brunell Rd. S., Val Albert
WHITE RIVER	Jan. 1, 1959	892	N. Bracci	E. J. Linklater	R. K. Parent	R. G. Mealey	P. O. Box 97, White River



(a) Municipal Administration (cont'd.)

During the year the Branch has worked in close co-operation with the Improvement District of Elliot Lake in dealing with the many problems arising from the sudden and continued decline in the local economy.

This municipality was created solely as a result of the uranium industry and is dependent upon the mining of uranium for its physical and economic development. As a consequence of the abated demand for uranium and the curtailment of local mining operations the population of the Improvement District which had risen from practically nil in 1955 to 25,000 at the end of 1959 has now reached an approximate 10,600. Among other things this has resulted in serious strain being placed upon the administrative ability of the municipality to collect and obtain sufficient tax and other revenue to offset its day to day as well as long-term financial obligations.

Financial assistance was again made available to the Improvement District in 1962 by the purchase by the Province of interest free floating indebtedness debentures in the amount of \$600,000.00.

The Province also purchased floating indebtedness debentures of the Improvement District of Manitowadge in the amount of \$100,000.00.

Details and procedures in respect to both purchases were handled by the Branch.

(b) Designated Mining Municipalities

A municipality may be designated a mining municipality by the Minister and upon designation becomes entitled to certain payments which are dependent upon the terms and conditions of prescribed regulations being fulfilled. For example, mining municipalities require the approval of the Department to:

- (a) the estimates of the municipality and its local boards;
- (b) the amounts to be provided for and included in the estimates, whether to be provided by taxation or otherwise;
- (c) the imposition, rating and levying of all rates, assessments and taxation upon any or all of the rateable property within the municipality;
- (d) the rates, rents and charges imposed, levied or collectable for supply or service of any public utility;
- (e) the imposition and charging of all licence, permit or other fees, charges and expenses;
- (f) the sale or other disposition of any assets; and
- (g) the passing of by-laws providing for the issue of debentures, the hypothecation of debentures or the sale thereof.

Considerable time and effort is devoted to these approvals, particularly with respect to the annual budgets of the municipalities and of their local Boards and the calculation of the Mining Revenue Payment for each municipality.

(g) Designated Mining Municipalities (cont'd.)

The following is a list of the 59 designated mining municipalities  
and the mining revenue payments made to them in the past six years:





PAYMENTS TO DESIGNATED MINING MUNICIPALITIES

	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
(a) City of Sudbury	227,600.00	227,600.00	300,600.00	1,377,994.76	1,622,889.76	1,651,362.89
(b) Towns of:						
Blind River	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	16,000.00
Caledonia	1,440.00	1,600.00	1,755.00	2,430.00	2,070.00	2,070.00
Capreol	-	2,960.00	3,330.00	3,510.00	5,805.00	5,940.00
Chelmsford	12,840.00	12,840.00	12,840.00	12,840	12,840.00	13,275.00
Cobalt	12,618.69	12,618.69	12,618.69	12,618	12,618.69	12,618.69
Geraldton	10,120.00	10,840.00	11,070.00	11,475	14,490.00	15,615.00
Goderich					10,782.56	39,932.85
Haileybury	3,920.00	3,920.00	3,920.00	3,920.00	2,610.00	3,015.00
Levack	98,767.63	102,234.32	129,287.16	150,504.00	156,375.00	161,833.00
Matheson	2,800.00	2,800.00	3,600.00	3,600.00	3,600.00	3,870.00
Ojibway	25,167.14	25,167.14	25,167.14	22,491.31	25,860.20	31,557.75
Timmins	196,783.14	200,210.37	215,148.24	224,610.61	245,060.46	246,894.41

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
(c) Villages of:						
Bancroft	6,880.00	7,880.00	9,270.00	9,270.00	9,270.00	9,270.00
Hagersville	1,320.00	1,520.00	1,800.00	1,890.00	1,890.00	1,890.00
Madoc	-	-	-	-	-	1,260.00
Marmora	3,880.00	4,480.00	5,220.00	5,220.00	5,220.00	4,815.00
(d) Townships of:						
Atikokan	150,421.67	223,077.73	223,077.73	262,440.19	312,458.75	336,312.26
Balfour	8,000.00	8,000.00	8,550.00	8,865.00	10,125.00	11,250.00
Belmont & Methuen	8,029.90	10,752.27	10,752.27	10,752.27	12,153.18	12,153.18
Black River	11,478.40	15,724.00	15,724.00	15,724.00	15,724.00	16,322.35
Blezard	10,712.65	12,988.88	17,342.18	20,593.00	22,213.00	24,450.00
Bucke	9,139.39	9,139.39	9,139.39	9,139.39	9,139.39	9,139.39
Capreol	-	4,880.00	7,245.00	7,245.00	7,290.00	8,730.00
Cardiff	-	11,760.00	11,760.00	11,760.00	1,170.00	1,170.00
Casimir, Jennings and Appleby	-	-	-	2,970.00	3,105.00	3,105.00
Coleman	15,802.24	15,802.24	15,802.24	15,802.24	18,341.30	22,283.96

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1960</u>	<u>1962</u>
<b>Townships (Cont'd.)</b>						
Dowling	11,520.00	11,520.00	11,520.00	11,520.00	11,520.00	11,115.00
Drury, Denison and Graham	7,968.57	9,906.22	9,906.22	9,906.00	18,408.00	13,172.00
Dungannon	-	-	-	-	-	2,025.00
Falconbridge	-	44,876.58	44,876.58	53,368.00	58,131.00	60,846.00
Paraday	3,426.58	9,035.28	8,985.94	14,298.70	17,767.32	20,038.90
Hagar	920.00	1,080.00	2,970.00	3,240.00	3,240.00	3,240.00
Hammer	5,280.00	7,120.00	9,900.00	11,610.00	14,985.00	20,070.00
Larder Lake	14,240.00	14,440.00	18,045.00	18,135.00	18,135.00	18,135.00
Marmora and Lake	3,729.09	6,605.23	6,249.44	15,254.65	15,995.64	15,995.64
McGarry	-	-	-	-	-	92,637.50
Matatchewan	10,100.78	10,100.78	8,080.62	6,060.47	6,060.46	-
Nichipicoten	78,186.67	91,059.88	95,605.28	101,567.67	108,157.16	120,089.64
Mountjoy	4,800.00	5,190.18	6,642.20	6,930.00	7,290.00	8,631.36
McKim	276,361.20	276,361.20	276,361.20	-	(Part of Sudbury)	
Neelon and Garson	266,067.41	165,594.75	168,043.41	128,627.00	151,912.00	148,745.87

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd)

<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Townships (Cont'd.)					
Oneida	4,961.99	5,491.48	7,959.08	8,569.74	8,569.74
Playfair	1,520.00	1,980.00	1,980.00	1,980.00	2,115.00
Ratter & Dunnet	-	-	-	2,520.00	2,385.00
Rayside	10,240.00	20,205.00	22,185.00	27,045.00	29,295.00
Red Lake	12,720.00	13,545.00	14,310.00	15,075.00	17,055.00
Ross	8,020.16	13,410.14	13,831.99	18,306.65	20,085.66
Seneca	2,672.00	2,744.62	3,883.44	4,564.45	4,958.89
Teck	246,737.97	256,504.08	273,579.98	266,353.28	273,579.98
Tisdale	208,781.25	219,466.56	231,873.26	281,367.00	281,367.00
Waters	5,800.00	5,960.00	19,183.00	21,205.00	22,531.00
Whitney	44,122.63	44,122.63	45,561.80	48,748.18	50,879.34
Improvement Districts of:					
Balmertown	64,468.75	55,542.61	53,108.11	49,373.00	65,786.62
Beardmore	11,364.05	11,887.47	10,902.91	11,939.29	14,879.16
Bicroft	-	55,128.92	55,128.92	77,774.50	66,405.00
Cardiff	25,587.53	(See Townships)	-	-	-

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

Improvement Districts (continued)	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Elliot Lake	73,349.50	150,108.67	547,703.04	1,081,202.43	1,138,824.45	1,151,520.92
Gauthier	5,455.79	5,640.00	6,528.92	6,329.35	7,650.30	8,089.80
Manitouwadge	42,661.62	44,067.84	56,518.56	81,236.00	162,483.00	203,607.50
McGarry	89,165.91	89,165.91	89,165.91	85,248.83	90,635.93	(See Townships)
Onaping	37,798.95	37,798.95	54,456.04	62,668.00	65,996.00	77,543.00
Renabie	3,563.95	5,430.30	5,586.13	5,375.43	4,495.86	4,410.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$2,419,313.20	\$2,628,233.20	\$3,245,758.98	\$4,732,143.03	\$5,299,609.50	\$5,505,941.25
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



(c) School Section Administration

The administration of Public School Section No. 2 in the Unorganized Township of Lewis by the Provincial School Attendance Officer with the assistance and co-operation of this Branch continued through 1962.

Restoration of its administration to a duly elected public school board which was planned for 1962 was deferred due primarily to lack of local financing. All 1962 liabilities were discharged, including advance legislative grants, and tax arrears substantially reduced. Plans are going forward to have local administration restored in 1963.

(d) Departmental Approval to Certain Municipal By-Laws, etc.

There are a number of municipal functions to which Departmental approval is required under existing legislation. Those coming within the scope of this Branch are as follows:

<u>Item</u>	<u>Reference</u>
1) Form and terms of security furnished by municipal officers	The Municipal Act, Sec.234
2) Form and manner of publication by municipal councils of statements of revenues and expenditures prior to nomination day	" " " " 235
3) A municipality or a local board thereof as defined in The Department of Municipal Affairs Act shall not destroy any of its municipal records without first having obtained the approval of the Department.	" " " " 248b

(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd.)

<u>Item</u>	<u>Reference</u>
4) Levy by townships for Federation of Agriculture fees	The Municipal Act, Sec. 296 (1)&(2)
5) Form and detail of annual municipal estimates (may prescribe forms, etc.), limits and types of reserves which may be established. " " " "	297
6) Use of reserve funds to any purpose other than that for which the fund was established. " " " "	298(3)
7) Under certain circumstances, use of contributions made with respect to the development of subdivisions. " " " "	299(3)
8) Salary of members of independent parking authority. " " " "	377, para.68(e)
9) By-laws establishing club houses for particular class of inhabitants. " " " "	377, para.69
10) Municipal acquisition and disposition of industrial sites " " " "	379(1), para.49
11) Licensing hawkers and pedlars where licence fee is in excess of \$2.00. " " " "	399(1) para.1
12) Annual salary, expenses or allowances for members of local boards - designation by Department of approving municipality where more than one municipality is concerned. " " " "	407
13) Remuneration of police village trustees. " " " "	494

(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd.)

<u>Item</u>	<u>Reference</u>
14) Powers of township to assess telephone and telegraph companies on basis of gross receipts.	The Assessment Act, Sec. 12
15) Tax payable to a municipality upon a mine or mineral work under section 3 of The Mining Tax Act.	" " " " 35(11)

Further details in respect to certain of these items follow:

Destruction of Records

The Municipal Act provides a municipality or a local board thereof as defined in The Department of Municipal Affairs Act shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers without first having obtained the approval of the Department.

Industrial Sites

With the assent of the electors qualified to vote on money by-laws or with the approval of the Department, municipalities may pass by-laws for acquiring and expropriating land and selling or leasing the land for the purpose of sites for the establishment and carrying on of industries and industrial operations and uses incidental thereto. In affording approval the Department must satisfy itself that the purchase and selling prices conform with fair current market value. During 1962 the Department afforded approval to the following industrial site transactions:

(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd)

<u>Industrial Site Sales - 1962</u>	<u>No. of Acres</u>	<u>Price</u>
City of Barrie	2.63	\$ 11,000.00
City of Brantford	2.0	5,000.00
City of Kingston	5.77	6,895.00
City of Kitchener	40.103	117,972.00
City of St. Catharines	11.802	29,505.00
City of Waterloo	<u>12.618</u>	<u>28,032.00</u>
	74.923	\$ 198,404.00
Town of Amherstburg	3.55	2,315.00
Town of Burlington	12.048	63,755.00
Town of Brampton	1.951	12,323.00
Town of Campbellford	1.636	818.00
Town of Dundas	.456	1,599.00
Town of Elmira	2.366	2,450.00
Town of Grimsby	5.246	25,207.00
Town of Hespeler	.413	2,000.00
Town of Lindsay	4.86	6,740.00
Town of Oakville	2.249	8,770.00
Town of Richmond Hill	<u>8.686</u>	<u>28,437.00</u>
	43.461	\$ 152,914.00



(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd.)

Taxes on Mines or Mineral Works

Under the provisions of The Assessment Act the plant and machinery of a mine are not assessable. However, a municipality or school board may levy taxes on the basis of mines profits. The amount of these taxes is limited under law. In order that this revenue may be included in the annual estimates of a municipality or school board the estimates must be examined and approved by the Department. During 1962 the estimates of the following school boards were examined and approved:

Red Lake High School District

Public School Section No. 1, Township of Deloro

Township School area of the Townships of Haultain,  
Milner and Nicol.

Powers of Townships to assess Telephone and Telegraph Companies on gross receipt basis

Under The Assessment Act the assessment of the installations of telegraph and telephone companies in a township is based upon a return made to the municipal assessment commissioner or clerk by the companies involved which sets forth the length in miles of "primary" and "secondary" circuits. However, where the density of population warrants it a township may pass by-laws with the approval of the Department to define areas and declare them to be police



(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd)

<u>Industrial Site Sales - 1962</u>	<u>No. of Acres</u>	<u>Price</u>
Totals Brought Forward:		
Cities	74.923	\$ 198,404.00
Towns	43.461	\$ 152,914.00
Township of Sandwich West	8.447	40,053.00
Township of Scarborough	13.694	135,714.00
Township of Stamford	4.05	7,230.00
Township of Toronto	<u>3.953</u>	<u>49,293.00</u>
	30.144	\$ 232,290.00
Total Approved Sales - 1962	<u>148.528</u>	<u>\$ 583,608.00</u>

<u>Industrial Site Purchases - 1962</u>	<u>No. of Acres</u>	<u>Price</u>
City of Barrie	68.607	\$ 82,328.00
City of Hamilton	52.5	295,000.00
City of St. Catharines	31.915	79,787.00
Town of Amherstburg	8.7	6,500.00
Town of Dundas	0.385	1,348.00
Township of Saltfleet	85.	253,500.00
Township of Scarborough	<u>19.27</u>	<u>59,000.00</u>
Total Approved Purchases - 1962	<u>266.377</u>	<u>\$ 777,463.00</u>

(d) Departmental Approval to Certain Municipal By-Laws, etc. (cont'd.)

villages for the purpose of assessing on the basis of the gross receipts of the telephone or telegraph company.

(e) General and Administrative Assistance to Municipalities

As the Department is entrusted with the administration of most of the Provincial statutes relating to municipal affairs virtually every phase of municipal administration is referred to the Department from time to time with accompanying requests for advice and assistance.

Such requests are received from various sources including elected and appointed municipal officials, ratepayers groups, individual ratepayers, service clubs, chambers of commerce, and other Departments of the Government.

In addition to dealing with such requests the Assistant Deputy Minister, the Director and their assistants received during 1962 numerous delegations from municipal organizations and associations, representatives from foreign countries desiring to be initiated into our methods of local government and also representatives from councils, boards and commissions, members of Parliament and private citizens.

The proper framing of municipal by-laws is important and is, in some cases, fairly complex. When requested the Branch assists in this regard. For example, when debentures are required to be issued requests for

(e) General and Administrative Assistance to Municipalities (cont'd.)

assistance may include not only the preparation of the debenture by-laws and their supporting schedules but advice on interest rates, assistance in marketing the debentures, preparation of municipal statistics to assist in the selling of the debentures, assistance in having the debentures printed, proofread, validated and the many other details which are relevant to the successful issuance of debentures.

In addition to normal assistance and advice to municipalities with respect to the preparation of debenture by-laws the Branch affords advice and assistance when requested to municipalities applying to the Ontario Municipal Improvement Corporation for the purchase of their debentures. The Branch supplies the requisite application forms, advises as to the procedure to be followed and the method of calculation of the debenture repayment schedules.

If circumstances warrant, more detailed assistance is given in the actual preparation of debenture by-laws and the repayment schedules. For the most part, however, this degree of participation, together with responsibility for debenture printing and proofreading, is confined to those municipalities subject to Departmental supervision under Part III of The Department of Municipal Affairs Act.

(e) General and Administrative Assistance to Municipalities (cont'd.)

The need for sale of debentures to the Ontario Municipal Improvement Corporation is greater in the case of the more recently created municipalities. In these cases, due to the lack of previous financial background information, a market for their debentures is virtually non-existent.

The purpose for which the Ontario Municipal Improvement Corporation may purchase debentures are limited to the following:

- (a) waterworks and water supply distribution systems;
- (b) sewage works, treatment works, sewer system or sewers;
- (c) plants and works for the incineration of garbage, refuse and wastes;
- (d) drainage works under The Municipal Drainage Act.

During 1962 members of the Municipal Administration Branch attended many municipal meetings and functions to give addresses, to hold question periods and to discuss municipal problems in general. Visits by Branch representatives to municipalities are not necessarily confined to those subject to full or partial supervision. and impromptu visits may be made when a representative is in a particular area or may result from a specific request by the municipality for assistance.



(f) Tax Registration

(Registration of Land for Arrears of Taxes)

In accordance with the provisions of Part II of The Department of Municipal Affairs Act the Minister may order that the Tax Arrears Procedure, as set forth in Part III shall apply to any municipality and that the Tax Sale Procedure of The Assessment Act shall not apply. This is not usually done unless it has been requested by a county council or by the majority of the municipalities within the county or district. However, to avoid confusion, when the order is made it usually applies to all municipalities and school boards within the county or district. All phases of the procedure are subject to the approval of the Department. The procedure is described in detail in a pamphlet entitled - "Instructions re Registration of Tax Arrears Certificates and Disposal of Property so Acquired".

To date 13 orders have been issued covering 10 counties and 7 districts. The following is a summary showing totals of the various forms under this procedure which were approved by the Department in 1962.

TAX ARREARS APPROVALS FOR 1962

	Application Form T.R.6	Certificates T.R.1	Redemption Certificates	Vacating Certificates	Vesting Prop T.R.13	Sales Appli- cations	By-laws	Deeds	Property Sale Agreements	Total
County of Bruce	34	34	11	1		4	5	4		93
County of Dufferin	12	12	7			1	1	1		34
County of Peel										
County of Lanark	60	60	11	5		13	14	14		177
Counties of Stormont Dundas and Glengarry	19	19	7	1		3	2	2		53
Counties of Northumberland and Durham	23	23	4			2	2	2		56
County of Elgin	16	16	2	1		2	3	2		42
County of Halton	16	16	10	3		4	6	4		59
County of York(Excluding the municipalities in the Metro- politan Toronto Area)	51	51	6	2		4	5	4		123
County of Haliburton						1	1	1		3
District of Cochrane	45	45	21	21	69	62	65	62		390
District of Muskoka	45	45	18	3	13	29	29	29		211
District of Nipissing	128	128	15	12	23	31	31	31	1	400
District of Parry Sound	47	47	10	5	7	25	26	24		191
District of Rainy River	113	113	34		77	40	40	40		457
District of Sudbury	42	42	19	1	50	45	41	42		282
District of Temiskaming	86	86	12	2	114	45	45	45		435
Supervised & Formerly Supervised Municipalities	372	372	101	26	2	118	119	142	7	1259
	1109	1109	288	83	355	429	435	449	8	4265





THE MUNICIPAL ASSESSMENT BRANCH



## MUNICIPAL ASSESSMENT BRANCH

This Branch of the Department consists of a headquarters office, and eight Regional offices located at Perth, Peterborough, Orillia, Toronto, London, Sudbury, New Liskeard and Port Arthur.

While the Branch was first created in 1947 with a chief purpose that the Department could give assistance to municipalities to install proper assessment systems and to advise and instruct municipal assessors, the activities now, and in fact as far back as 1952, have broadened more extensively each year. This is chiefly due to statutory requirements or through the provisions of the Department Regulations. At its early beginning the Branch had a personnel of five persons but this year the number totals 58 persons of whom there is the Director, 12 supervisors, 21 assistant supervisors and the remainder are clerical and stenographic personnel. The Branch strives to maintain the original purposeful duties for which it was organized but this can only be accomplished by increasing the staff as the need requires. Experience is that a great portion of the working time is devoted to Department requirements such as the determination of an assessment equalization factor on a provincial basis for all the 940 municipalities and 428 school sections in the unorganized territories of the northern part of the Province. The equalization factors are used annually in the process of determining government grants for education purposes, and for payments in lieu of taxes for the government and its agencies and commissions, and are also required for the equalization of assessment for the Districts in the north where Homes for

the Aged have been established and for the payment of grants to their Boards. The equalizing factor is also required for those municipalities which are designated as "mining municipalities" for the purpose of determining mines profits payments.

The following paragraphs briefly outline the more important duties, responsibilities and activities:

(a) Assistance to Counties, Municipalities and School Sections

The making of a proper assessment poses varied and complex problems and one of the more important functions of the Assessment Branch is to advise municipal councils, municipal officials, municipal associations and ratepayers on correct methods and procedure in order to affect an equitable assessment and also to assist, if necessary, in the installation of proper systems and records. This phase of the activities has mainly been the responsibility of the Regional offices, and by their respective locations the incumbent staffs are more familiar with the locality and conditions, and consequently the requests for assistance and counsel on assessment matters increases yearly.

A record of some of the functions performed by the staff of the Branch offices is kept by each of them, and the following summary records these activities dating from December 1, 1961 to November 30, 1962, as follows:

A. Meetings on Assesment

1. With County Councils	3
2. With Committees of County Councils	7
3. With Municipal Councils	18

4. With Committees of Municipal Councils	29
5. With School Trustees	11
6. With Assessors Groups	41
7. With other Municipal Organizations	9
8. With Service Clubs (as Rotary etc.)	2
9. With other Organizations	14

B. Active assistance to Assessors, Municipalities and School Sections in the Field (other than carrying out statutory duties).

1. On re-assessment projects	104 days
2. On assessment valuations	119 days
3. On other types of assessment practice	71 days

C. Special Projects (not shown in "B" above) 287 days

D. Visitors to office (not shown in "A" above)

1. Assessors	380
2. Elected municipal officials	48
3. Appointed municipal officials	116
4. School Section Trustees	5
5. School Section Officials	22
6. Ratepayers	140
7. Other (officials of Government Departments including school inspectors etc.)	32



In addition to the above activities recorded there are many other services provided through the medium of telephone communications and by correspondence of which no tabulated record is kept.

(b) Municipal Assessment Manual

The Manual of Assessment Values compiled and issued by the Department was last amended in 1954. Urgency for a Manual based upon up-to-date and more realistic values has come from many sources and consequently late in 1961 the Branch was directed by the Minister to compile a new Manual. During this year a staff of five persons have been assigned to the task of preparation of the necessary information. This entails study of the various areas of the Province which have already been determined as economic areas for various other purposes and actively checking them for variance in building costs, labour costs, property sales values, rental values, and unimproved vacant land values and also farm land values. The time involved in compiling such information proved that much of it would be out-dated before sufficient coverage could be given the Province with a limited personnel working on the project and even more so after the time required for final editing and then printing in readiness for issuing. In consequence, the Branch received approval to seek tenders from appraisal firms who specialize in complete valuation and cost analysis to assist the Department personnel. A reliable Canadian Company has been engaged and are now actively working. The new Manual is to be prepared and in readiness for distribution before the end of 1963.

(c) Assisting and Training County and Municipal Assessors

There has been an increase over last year of 26 more municipal or county assessors who have been given assistance either in the various Regional offices, headquarters office or in their respective municipalities. The record indicates the total this year was 380 persons.

A complete re-assessment programme has been in progress in at least six counties this year and assistance and guidance has been given by the field office staffs. In addition to the county projects there have been a considerable number of individual municipalities undergoing complete re-assessment where assistance has also been given.

(d) Municipal Assessment Schools

The Department sponsored ten municipal assessment schools in as many different areas of the Province in the period April 10 to May 11 this year. Two teams of personnel consisting of two members and three members respectively, conducted two-day schools at Timmins, North Bay, Parry Sound, Windsor, Goderich, St. Thomas, Kitchener, Lindsay, Belleville, and Brockville. Invitations to attend were extended to municipal assessment officials in 20 counties and 5 districts adjacent to the above locations making a total of 475 municipalities altogether and the response was 290 municipalities represented with a total of 422 persons attending.

(e) Approval of certain Assessment By-Laws

Approval was given to 52 by-laws for the extension of time for the return of the 1962 assessment roll under Section 56(6) of The Assessment Act - viz., cities 1, towns 9, villages 4, townships 35, improvement districts 2, boards of high school areas in territorial districts 1.

The request for such extension was made because of illness of personnel or insufficient time to complete the roll where re-assessment was in progress. The Department is also aware that there is indifference, in some instances, towards the urgency of completing the roll on time and, in point of fact, it is known some rolls are returned after the closing date without the authorization by by-law and approval of the Department, which condition leaves the validity of the roll in question.

(f) Establishing a basis of Equalized Assessment throughout the Province

This year 940 municipalities and 428 school sections in unorganized territory of Northern Ontario have been visited by personnel of the Regional offices of the Branch. The assessment information provided on the Clerk's Annual Report to the Department and which is taken from the assessment roll in each year, is used as the basis to determine the number of spot check assessments required and the estimated amount of local assessment which they represent in the following respective classifications: residential (including summer type residential) commercial, manufacturing and farm. The percentage



the aggregate local assessment of the sample properties is of the aggregate assessment made by the Department upon the same sample properties representing each of the categories mentioned above, is determined. The percentage the local assessment is to that total assessment determined by the Department gives the equalization factor. The procedure is necessary to be carried out each year since municipalities undertake complete re-assessment or extensive adjustment annually. The total number of spot checks on record in 1962 is 54,760 representing the municipalities and 5468 representing the school sections in unorganized territories.

(g) County Assessment Systems

This year there are 37 counties under the county assessment system where the county assessor supervises the assessment and makes an equalization report to county council. There is one county operating under the provisions of Section 93a of The Assessment Act wherein they have acted upon and appointed a county assessment commissioner who is responsible to hire sufficient staff that the county will complete all the assessment for the entire county and the assessment so made is the equalized assessment for the county as well as for each of the component municipalities.

Several county assessors have been appointed assessor of local municipalities within the county either under the provisions of Section 93b of The Assessment Act or Section 227 of The Municipal Act. Such appointments of the county assessor are designed to unify and make improvements for better equalized assessment rolls within the county system. The Department gave approval

to the appointment of two county assessors during the year, one being the first for the county concerned, and the other a replacement.

(h) Establishment of Equalization Factors for Certain Special Purposes.

Equalization factors determined by this Branch are used for other essential purposes as well as for grants paid by the Department of Education and those uses with which this Department is concerned are as follows:

1. Compiling Equalization Reports for Homes for the Aged

This year eight equalization reports were completed under The Homes for the Aged Act, and copies forwarded to the municipalities sharing in the maintenance of such Homes.

In 1961 the Act was amended to provide that the appointment be made by similar procedure as is provided for county systems wherein the apportionment made is based on the local assessment rolls as made in the second preceding year. The amendment provides less need for adjustments as local levies have already been made in the current year upon the finally revised local assessment rolls.

2. Grants in lieu of taxes - Valuation of Government and Hydro Properties

During the year grants in lieu of taxes with respect to property owned by the Crown in the right of Ontario, its Crown agencies, and The Hydro-Electric Power Commission of Ontario have been paid to 743 municipalities or 79.04% of all the municipalities.

The field staff of the Branch make the valuation of all properties subject to grant payment. There are certain properties however, where there are tenants occupying a portion for residential or commercial purposes and in such cases that portion is assessed for regular taxation under provisions of Section 34 of The Assessment Act.

There has been an increase in the volume of this phase of the Branch activities again this year as new property has been acquired by the Government for institutional uses and other expansion and for Department of Highways extension as well as new expansion by the Hydro-Electric Power Commission. Sales of surplus land also have been noted in large volume requiring additional inspection of any remaining lands, and the usual increase in record changing in existing files.

There is also an increase noted in the number of properties being held which are leased and thereby become taxable in the regular manner.

The total number of valuation notices issued this year for Government owned and Crown agencies was approximately 3,500 and approximately 4,500 for the Hydro-Electric Power Commission owned property.

### 3. Designated Mining Municipalities

A Branch supervisor and an assistant supervisor are assigned the duty of exerting supervision over the 59 designated mining municipalities in all



matters of assessment. It is their responsibility to ensure that common and proper methods of assessment of mineral land and such buildings as are subject to assessment is carried out in all such municipalities. All municipalities are visited each year and assessment procedure are checked and instructions for adjustments and improvements are provided. These staff members are also required to determine an equalization factor for each of the 59 municipalities concerned which procedure requires the process of making spot check assessments sufficient in number and characteristic to represent the local assessment. The equalization factor so determined is also used for payment of provincial grant by other Government Departments.

General improvement in the assessment has been noted and several municipalities have been completely re-assessed since the assignment of these duties to persons who have qualified themselves especially for the work.

(i) Improvement Districts Assessment

Staff members of the respective Regional offices in whose area Improvement Districts are located have provided assistance and guidance to the assessors and in cases where the municipality is also a designated mining municipality under the Department Regulations the special mining assessments personnel have provided guidance and counsel. The latter group of municipalities in particular have required special attention at various times of the year. In one municipality 22 days were spent in special

assistance in re-assessment.

(j) Payment of Taxes to Municipalities

A new project was commenced this year as the result of a new Cabinet Directive whereby the Department pays all taxes on Government owned property which is subject to assessment and taxation under Section 34 of The Assessment Act. The reference is to property which is leased as a dwelling, farm or place of business. Up to this date, taxes have been either paid or are in process for payment upon some 1500 individual properties, and it has been the duty of this Branch to receive records and files from other Departments of the Government and to procure any additional information required to enable files to be set up for the purpose of permanent record and with adequate documents to satisfy requirements for audit purposes.

All tax notices from the municipalities have been forwarded to this Branch and these have been checked as to liability for payment, and the receiving of them has been recorded by date and successive file number has been allotted before forwarding the bill for payment by the Accounts Branch of the Department. One of the greater time consuming duties of the project has been the checking for liability of local improvement charges levied against Government owned property.

These charges are levied in some cases against properties which are subject to grant payments under the provisions of The Municipal Tax Assistance

Act, and in others against other Government owned property not subject to grant or tax payments, and also with respect to property which is leased and taxed under Section 34 of the Act. In addition to local improvement charges, municipal drainage charges have required much attention particularly due to the inadequacy of the confirmation of such charges when first submitted or transferred to this Branch. Much correspondence and communication with the Departments and respective municipalities concerned has resulted, but it is felt that by the experience of processing accounts this year that much improvement will result and more ease in operation for the ensuing years.

Tax notices have been processed from a total of 237 municipalities and 29 school sections in unorganized territory to-date this year.

(k) Special Projects

Compiling information and data for the purpose of the new assessment Manual has required much field work by members assigned for the task.

A special section consisting of a supervisor and an assistant supervisor were assigned the duty of preparing data and a report indicating the range of farm land values according to sales and the different type of soils as described on soil maps prepared by The Department of Soils of the Ontario Agricultural College. Some 22 counties and 5 territorial

districts were visited and used for procuring such information. They included areas of various locations in the Province which are representative. This project was the result of an early meeting with the Director and personnel of the Department of Soils of the Ontario Agricultural College at which supervisors of the Branch were in attendance, and the information procured for the field inspection will be used in determining the suggested farm land assessment values to be included in the new Manual. Regional office staff members also assisted in the project as local municipal records were inspected as well as District Registry offices visited, and in all a total of 191 man work-days were spent on the task. In all areas a total of 1458 properties were inspected and land values calculated. With the exception of one district all the properties inspected had been sold within the last three year period, and the amounts of the sale values of all properties were procured.

Another assignment for the land assessment supervisor and the assistant supervisor entailed the visitation to 21 municipalities where re-assessment had been completed in the previous year on a basis of value equivalent to the year 1950 property values, or even later. These municipalities included 5 cities, 10 towns, 2 villages, and 4 townships, and in the entire project 4160 properties were inspected with particular attention given to the assessment of land in relation to sale value of such land. To determine this estimation, properties which had been sold during the same period as



the assessment was based upon were used for the survey. This assignment was made necessary in order to determine an assessment equalization factor based upon a survey made upon the local assessment of both land and buildings, so that such factor, when determined, would be indicative of the actual increase in both land and building valuations over that of the previous year. In practically all the 21 municipalities land values in particular had been considerably increased.

A third special assignment during the year involved the process of making a survey and report upon the assessment of summer camps held by Boy Scouts, Girl Guides, Y.M.C.A. and Y.W.C.A. organizations located in various municipalities of the Province. A total of 71 municipalities were visited and 80 camps of all organizations were checked. This project required some 70 man work-days to complete.

MUNICIPAL ACCOUNTING AND AUDITING BRANCH





## ACCOUNTING AND AUDITING BRANCH

The responsibilities of the Accounting and Auditing Branch of the Department are to promote, prescribe and to exercise leadership in the area of municipal accounting, financial reporting and auditing in Ontario.

### Municipal Accounting

The Branch promotes the use of the accepted principles of municipal accounting and prescribes standard classifications of accounts for municipalities and certain local boards in order to provide government including, of course, the municipal governments, the financial institutions, research organizations and the public with comparative financial information concerning the 979 municipalities of the Province.

During the year 1962, because of a shortage of staff and the necessity to assign most of the staff for a substantial portion of the year to the verification, on behalf of Canada and Ontario, of claims under the Federal Provincial Municipal Winter Works Incentive Program, it was possible to examine only the annual financial statements, as distinct from the reports of the auditors thereon, of approximately one-quarter of the municipalities. This situation has curtailed the ability of the Branch to give assistance to municipalities with regard to accounting methods and procedures.

During the year 1962 The Municipal Act was amended to provide that the annual financial statement of every municipality and the report of the auditor thereon be published in a newspaper of general circulation in the municipality or be mailed or

delivered to each ratepayer of the municipality. The enactment of this legislation marks a milestone in the development of adequate methods of financial statement presentation by the municipalities of Ontario to the ratepayers and to the general public. It is the expectation of the Branch that the publication of these statements will inform the ratepayers of the financial position of the municipalities and will give the elected and the appointed officials an opportunity to report to the ratepayers and to the public upon some of the problems of the municipalities and will help to create an interest on the part of the public in the responsibilities and the accomplishments of the municipalities.

For many years the Branch issued an annual Memorandum to the Municipal Auditors which was designed to outline the significance of new legislation from an accounting point of view. The 1962 memorandum has been renamed and redesigned to:

- (a) be made available to the treasurers of the municipalities -  
the officer charged with the book-keeping and accounting  
responsibilities of the municipalities,
- (b) eliminate all explanation which had been given in prior years and
- (c) facilitate filing.

It is the Branch's intention that this year's bulletin shall be the first of a series on various aspects of municipal accounting and auditing which shall be prepared in the future by the staff after thorough study, research and consultation with leading municipal treasurers and which shall be issued to municipal treasurers and auditors.

As in the past, the Statistical section prepared an Annual Report of Municipal

Statistics which contains a detailed analysis of the audited financial statements of the 979 municipalities of the Province classified by type of municipality and by population. This Report is widely used by the municipalities, the financial institutions and various provincial and Federal government agencies. With the co-operation of the treasurers and the auditors of the municipalities, the 1961 edition of the Report was published on June 29, 1962 - one of the earliest dates upon which the Report has been published.

The Statistical section also publishes a Municipal Directory containing the name and address of the mayor or reeve, the clerk, the treasurer, the assessor and the engineer and also the population, acreage, assessment and street mileage of each municipality in the Province. This publication has a distribution in excess of 6,000 copies and is supplied to all members of the Legislature, the municipal clerks and treasurers and is made available extensively to the various departments of the Provincial and the Federal Governments. Copies are sold to interested persons and organizations.

#### Municipal Auditing

The Branch issues a brochure which prescribes the duties and the instructions of the municipal auditors and outlines in detail those procedures and practices which are peculiar to the auditing of a municipal corporation.

The duties and instructions prescribed require that the auditor shall disclose comments which, in the opinion of the auditor, are essential to the clarification of any particular phase of the financial affairs of the municipality or its local



boards and any circumstance which prevents the auditor from expressing an opinion on the affairs of the municipality and its local boards without qualification.

The review and disposition of the matters which arise from the qualifications (A comment in the report of the auditor of a municipality or a local board thereof which sets forth a limitation or a modification of the unqualified opinion of the auditor with regard to the transactions of the municipality or local board having been within the powers of the municipality or local board or the audit having been conducted in accordance with the instructions of the Department of Municipal Affairs or the financial statements presenting fairly the financial position of the municipality or local board) of the auditors require persons of considerable knowledge and sound judgment. In most instances the qualifications reported by the auditor have arisen because of a lack of experience, a lack of familiarity with the law or a lack of knowledge of municipal accounting theory and practice on the part of the appointed officials. In these instances, the services of the Branch are made available immediately in order to overcome and to eliminate the particular difficulty which has arisen. Certain qualifications reported by the municipal auditor must be placed under further investigation either by the auditor or by the officers of the Branch and unfortunately, in a few instances, some matters must be referred to the law officers of the Crown.

The Branch is charged with the responsibility of maintaining a system designed to license those engaged in the practice of auditing the accounts of the municipalities and the local boards. The municipal auditor, as a skilled and trained



accountant and as one capable of becoming familiar with the intricacies of municipal accounting and rating and the law associated therewith has worked in close co-operation with the Branch through the years in the development of improved accounting methods and procedures. It has been a source of satisfaction to the Branch, that more and more municipalities have been able to secure the services of skilled and trained independent public accountants to assume the onerous responsibilities of the municipal auditor.

The following summary indicates, for instance, that during the last nine years, from 1952 to 1961 inclusive, the number of municipalities whose accounts have been audited by chartered accountants have increased by 35%.

	<u>1 9 6 1</u>			<u>1 9 5 2</u>		
	<u>Chartered</u> <u>Accountants</u>	<u>Other</u> <u>Licensees</u>	<u>Total</u>	<u>Chartered</u> <u>Accountants</u>	<u>Other</u> <u>Licensees</u>	<u>Total</u>
Cities & Metro-						
politan Toronto	30	1	31	27	2	29
Towns	150	7	157	116	35	151
Villages	129	27	156	81	75	156
Townships	434	140	574	326	246	572
Improvement						
Districts	18	2	20	11	5	16
Counties	<u>37</u>	<u>1</u>	<u>38</u>	<u>31</u>	<u>7</u>	<u>38</u>
	798	178	976	592	370	962
	<u><u>      </u></u>	<u><u>      </u></u>	<u><u>      </u></u>	<u><u>      </u></u>	<u><u>      </u></u>	<u><u>      </u></u>

In addition to the above-mentioned responsibilities, the staff of the Branch has spent a considerable amount of time during the year on the verification of subsidies or reimbursements under The Police Act, The Fire Departments Act, The

Planning Act and, most important of all from a time point of view, of the Federal Provincial Municipal Winter Works Incentive Program. The following is a comparison of the participation by the municipalities in the 1958-59 Winter Works Incentive Program, the first Program in which the Government of Canada participated and the 1961-62 Program, the last winter for which actual figures are available.

Federal Provincial Municipal Winter Works Incentive Program

A C O M P A R I S O N

<u>1958 - 1959</u>				<u>1961 - 1962</u>			
	<u>Number of</u>		<u>Direct</u>		<u>Number of</u>		<u>Direct</u>
	<u>Munici-</u>		<u>payroll</u>		<u>Munici-</u>		<u>payroll</u>
	<u>palities</u>	<u>Projects</u>	<u>costs (1)</u>		<u>palities</u>	<u>Projects</u>	<u>costs (1)</u>
Cities & Metro							
politan Toronto	31	231	\$ 2,727		32	491	\$ 5,992
Towns	53	129	344		82	259	1,497
Villages	14	27	86		40	66	303
Townships	76	161	727		149	409	3,001
Improvement							
Districts	4	4	4		3	7	9
Counties	-	-	-		5	6	98
Conservation							
Authorities	8	27	101		14	32	135
	<u>186</u>	<u>579</u>	<u>\$ 3,989</u>		<u>325</u>	<u>1,270</u>	<u>\$11,035</u>

(1) in thousands of dollars

In connection with the Winter Works Incentive Program this Branch was responsible during the year for the liaison with Canada, the processing of all claims for payment, the maintenance of all records, the development of the methods of verification and the actual verification itself. In spite of the fact that the field staff of the Departments of Public Welfare and Highways assisted the Branch in the verification program throughout Ontario, the Branch's responsibilities under this program have absorbed in excess of 35% of the total time available of the accounting staff.

#### Municipal Finance

The Accounting and Auditing Branch assumed responsibility during the year for studies concerned with certain municipalities in the area of municipal finance, such as:

- (a) an analysis of financial capacity to provide services to proposed residential subdivisions,
- (b) the financial impact of proposed projects to be constructed under the supervision of the Ontario Water Resources Commission,
- (c) studies into rating problems in connection with completed water and sewage projects and
- (d) certain members of the Branch have represented the Department on interdepartmental committees set up to review subsidy programs which the Departments of Highways and Education administer.

During 1962 the Department's responsibility to approve by-laws to provide pensions for municipal employees and amendments thereto was transferred from the Administration Branch to this Branch. Section 377 (59) of The Municipal Act was amended in 1962 to limit the approval of pension plans to those approved by the Department prior to April 18, 1962.

Certain members of the Branch participated in the studies which lead to the enactment of The Ontario Municipal Employees Retirement System Act. Subsequent to the enactment of this Act certain members of the Branch participated in the preparation of the Regulations thereunder, the leaflets and brochures which were prepared and circularized to all municipalities and local boards throughout the Province to explain the terms and conditions of participation in the System. Also, in conjunction with firms of actuaries and chartered accountants, certain members participated in the preparation of the accounting, financial and administrative methods and procedures to be used by the staff of the Board which will be responsible for the administration of the System.

During the latter part of the year certain members of the staff of the Branch devoted a considerable amount of time to the studies which were necessary to furnish the Minister with the information required to make recommendations to the Treasury Board with regard to the establishment of a Branch within the Department which will devote itself exclusively to all phases of the municipal finance problem.

MAIN OFFICE BRANCH





## MAIN OFFICE BRANCH

Under the direction of the Deputy Minister this Branch is concerned with the efficient operation of the administrative offices. Matters such as the following are under its jurisdiction:

1) Personnel Office

Here records of all the employees of the Department and of the Ontario Municipal Board are prepared, filed, and revised when necessary.

2) Accounts Section

Calculates, disburses payments and keeps records respecting:

Grants and subsidies

Payrolls

Purchases of supplies, services and equipment

Revenue and expenditures

The opening, recording and distribution of approximately

70,000 pieces of mail was handled in this section in 1962.

3) Research Section

This section provides the secretariat for the Municipal Advisory Committee and undertakes such projects as are from time to time assigned.

4) Municipal Unconditional Per Capita Grants

- 1) These grants were introduced in 1954 to replace the one-mill subsidy and the grants payable under The Police Act and The Fire Departments

### Municipal Unconditional Per Capita Grants (Cont'd.)

Act. The grants payable prior to 1954 with respect to pension plans and Workmen's Compensation coverage for police and firemen were continued. The new system provided for a more equitable distribution and much larger grants.

As required by The Municipal Unconditional Grants Act the population of each municipality in Ontario for the purpose of paying these grants is determined on the basis of the census taken by the Dominion Government, adjusted as follows:

- (a) According to any change in boundaries between date the census was made and the end of the census year.
- (b) By deducting the number of persons in institutions, in defence establishments, on Indian Reserves, or transients.
- (c) By allowing for errors in the census as certified by the Dominion Bureau of Statistics.

Where a municipality was incorporated after the census year its population is determined as the Department deems proper.

The Act also requires the Department to redetermine the population of any municipality for grant purposes whenever it appears that the population has increased by 7% of the population as last determined, and verification of submissions respecting increases is an important

Municipal Unconditional Per Capita Grants (Cont'd.)

phase of the work of the Branch. However, as the grant in 1962 was based on the 1961 census taken by the Dominion Bureau of Statistics, all records in the Department were changed to accord with that census and to adjust the grant for each of the 979 municipalities.

2) PAYMENTS UNDER THE MUNICIPAL UNCONDITIONAL GRANTS ACT  
1953

	1954	1961	1962
	\$	\$	\$
Cities	7,967,743.00	15,844,000.00	16,282,000.00
Towns	1,135,621.00	2,550,338.00	2,722,338.00
Villages	244,024.00	494,000.00	493,000.00
Townships	2,255,268.00	4,631,000.00	4,713,000.00
Improvement Districts	35,501.00	113,000.00	75,000.00
Counties	-	11,662.00	12,662.00
	11,638,157.00	23,644,000.00	24,298,000.00

COMPARISON SHOWING EFFECT OF INTRODUCTION OF UNCONDITIONAL PER CAPITA GRANTS

	Police, Fire and 1-mill Guarantee	Police, Fire and Per Capita Grants	
	1953	1954	1962
	\$	\$	\$
Cities	3,146,056.00	8,138,297.00	16,642,900.00
Towns	892,252.00	1,172,380.00	2,778,600.00
Villages	241,605.00	252,057.00	499,400.00
Townships	965,706.00	2,276,158.00	4,763,200.00
Improvement Districts	36,305.00	36,010.00	75,900.00
	5,281,924.00	11,874,902.00	24,760,000.00

### Payments in Lieu of Taxes

To assist Ontario municipalities in their current financing, The Municipal Tax Assistance Act was passed in 1952, making provision for the payment by the Province to municipalities, of an amount equal to the amount which would have been received at the general purpose tax rate if certain Crown properties had been taxable. This includes all levies, except those for school purposes, on real property and business assessment.

All provincial property in a municipality must be valued each year by the Department for the purpose of the Act. Such valuations are made on the same basis as valuations of real property liable for municipal taxation.

The following is a comparison of payments made by the Department under this Act in recent years:

	<u>1952</u>	<u>1961</u>	<u>1962</u>
Cities	\$ 313,050	\$ 939,000	\$ 951,000
Towns	32,977	129,000	103,000
Villages	2,143	12,000	14,000
Townships	26,849	340,000	169,000
Improved Districts	732	5,000	6,000
	<hr/>	<hr/>	<hr/>
	\$ 375,751	\$ 1,425,000	\$ 1,243,000
	<hr/>	<hr/>	<hr/>



Payments in Lieu of Taxes (Cont'd.)

- (a) Assessment Act Sec.34, amounts of municipal taxes
- (b) The Municipal Drainage Act - Assessments
- (c) Local Improvements

Payments for the above were formerly made by the departments administering these crown properties. A "Recommendation for payment" was passed by the Cabinet October 18th, 1961, effective January 1st, 1962 transferring that responsibility to this Department. The reference is to approximately 1500 properties, crown-owned and tenant-occupied:

- (a) Crown properties leased as a dwelling, farm or place of business and are assessed for all municipal levies.
- (b) Crown properties served by a drain in a drainage area which are proportionately assessed for the construction and maintainance of such drains.
- (c) Crown properties assessed for local improvements which benefit the property.

Payments in 1962 in respect of these taxes are:

Cities	70,000
Towns	56,000
Villages	6,600
Townships	72,000
Improvement Districts	4,000
School Boards (unorganized townships)	3,000
Private enterprise (properties leased)	<u>400</u>
\$	<u>212,000</u>

3) Unconditional Grants Re Indigent Hospitalization

The Municipal Unconditional Grants Act, 1953, was amended in 1959 to 1962 inclusive, to provide for unconditional payments to Counties, Cities and Separated Towns located in Counties, and to all classes of municipalities located in Districts to assist them in meeting costs of indigent hospitalization. The grant is equal to the greater of 70 per cent of the statutory payments to hospitals less recoveries for the years 1959 to 1962 inclusive or 40 per cent of the annual average cost, similarly calculated, for the three-year period 1955 to 1957 inclusive, but the amount of the grant in 1962 could not exceed 100% of the net cost to each municipality. Payments made to date in respect of this grant for 1962 are summarized as follows:

Cities	\$ 479,000
Towns	24,000
Villages	1,000
Townships	29,000
Improvement Districts	1,000
Counties	202,000
	<hr/> 736,000 <hr/>

Figures regarding Indigent Hospitalization costs for 1962 are to be completed when all claims applying to that year have been audited by the Department.

THE LEGAL BRANCH



### LEGAL BRANCH

For a considerable number of years prior to 1960 the Department did not have qualified legal personnel in its employ but relied upon the Attorney-General's Department for legal opinions and for assistance in which questions of law were involved. In 1960 the Community Planning Branch of the Department of Planning and Development, as it then was, was transferred to this Department and at the same time Mr. J. W. Bell, Senior Solicitor of the Department of Planning and Development, also transferred to this Department. Also, Mr. C. W. Yates, Q. C., was appointed to the office of General Municipal Counsel and the Department then employed Mr. R. B. Andrews, a solicitor, and the three solicitors are located in approximately the same location with the assistance of two secretaries. Mr. R. B. Andrews left the Department to act as solicitor for the City of Fort William and his place has since been taken by Mr. John O'Neill, also a solicitor.

In the year 1962 the programme of legislation was carried out by this branch under the direct supervision of the Deputy Minister. This programme comprised the consideration of suggestions for legislation from various sources and presentation of selected material for approval by the Deputy Minister and the Minister and, when approved, drafting proposed legislation and compiling the material in appropriate form for presentation to Cabinet and later revising the draft legislation in conjunction with the Legislative Counsel for introduction in the Legislature. There are also a number of private bills presented and these come to this branch for scrutiny as to their legality and for submission



## Legal Branch

to other branches for determination of the Department's position in respect of such private bills and subsequent attendance at the Private Bills Committee and the presentation of the Department's views to this committee. In regard to the amendments to the statutes administered by this Department and other suggested amendments, this branch, with the Deputy Minister, attends at the meetings of the Municipal Law Committee in the presentation of the Department's legislation.

Generally throughout the year this branch provides legal services to all the other branches in the Department as well as to municipalities through their elected or appointed officials and endeavours to provide such legal advice as is consistent with the amount of legal assistance already available to these municipalities and without encroachment on the field of solicitors practising in these municipalities with whom this branch is always anxious to co-operate. The branch is available for consultation with municipal representatives, including municipal solicitors, and in addition to this is very often called upon to discuss with individuals problems in which municipalities are involved.

There is a considerable amount of work in conjunction with the Community Planning Branch which involves the preparation of agreements with Federal and Provincial authorities and municipalities on redevelopment plans and urban renewal projects as well as the legal problems arising out of applications for approval of proposed plans of subdivision, official plans, committees of adjustment and zoning matters.

## Legal Branch

Until his departure, Mr. R. B. Andrews of this branch acted as liaison officer between the Department and the Select Committee for the review of municipal legislation and attended all the meetings of the committee and prepared a quantity of material and did research projects for this committee.

During the course of the year the branch, under the instructions of the Minister and Deputy Minister, has prepared various brochures, memoranda, instructions and like material for distribution to the municipalities for their assistance in municipal administration.

The branch has also been represented at various conferences of municipal officials and at these conferences has read papers or spoken on matters affecting municipalities which it is believed were well received and contributed to the success of these conferences and to good provincial-municipal relations. Amongst the conferences attended were the Municipal Clerk's and Finance Officers' Association of Ontario, the Senior Officers' Conference of Ontario and The Institute of Public Administration of Canada.

To help municipal officials and other interested persons to keep abreast of Ontario provincial legislation this Branch prepares, a week after the Legislature prorogues, a Summary of Legislation affecting municipalities. In addition to summarizing legislation, the publication contains a list of all public acts passed at that session and a directory of the Department.

### The Department Library

The library orders all newspapers and periodicals and books for the Minister and staff of the Department and the branches as follows: -

57 periodicals  
11 newspapers  
100 (over) books

The library also subscribes to associations and societies which provide very important papers and data of importance to the different branches within the Department.

The legal section is maintained as a separate unit within the library primarily for the convenience of the solicitors.

The work on the Quieting Orders - collecting and preparing the documents authorizing all changes in the status or boundaries of municipalities was officially resumed and was, to a limited degree, carried on by the library staff until November when other arrangements were made.

The list of acquisitions to the library is still being compiled twice a month and distributed to the staff.

The lists of all Private Bills are brought up-to-date each year; the list concerning bills of direct interest to individual municipalities is maintained as a separate entity. The list of Ontario Municipal Board Orders dealing with annexations, amalgamations, or any change in the legal boundaries or change of status

The Department Library

or erection of new municipalities is, of course, continued.

For the first time in six years we had no Colombo Plan students of municipal affairs in attendance.

The following lists show the changes in status of the organized municipalities and the annexations or amalgamations to municipalities in 1962 and the beginning of 1963.

Department of Municipal Affairs  
CLASSIFICATION OF THE MUNICIPALITIES  
OF ONTARIO

CLASSIFICATION	*Metropolitan	LOCATION		
	<u>Toronto Area</u>	<u>Counties</u>	<u>Districts</u>	<u>Total</u>
Cities.....	1	26	5	32
Separated Towns.....	-	7	-	7
Towns.....	4	99	47	150
Villages.....	3	144	11	158
Townships.....	<u>5</u>	<u>421</u>	<u>148</u>	<u>574</u>
	13	697	211	921
Improvement Districts....	<u>-</u>	<u>1</u>	<u>18</u>	<u>19</u>
	<u>13</u>	<u>698</u>	<u>229</u>	<u>940</u>
Counties - Administrative.				38
Metropolitan Toronto ....				<u>1</u>
Total incorporated municipalities.....				<u>979</u>

\* The municipalities comprising Metropolitan Toronto Area are, for municipal purposes, separated from the County.

The following changes are included in above.



New incorporations and changes in municipal status January 1, 1962  
to December 31, 1962, and January 1, 1963.

Airy, unorganized geographic Township, erected into a Township.....January 1, 1962  
Beachville, former Police Village, erected into a Village.....January 1, 1962  
Cookstown, former Police Village, erected into a Village.....January 1, 1962  
Streetsville, former Village, erected into a Town.....January 1, 1962  
Wellesley, former Police Village, erected into a Village.....January 1, 1962

**Dissolutions**

Matachewan Township, dissolved.....December 31, 1962  
Trafalgar Township, amalgamated with Town of Oakville..... January 1, 1962

**Effective 1962**

Brockville, former separated Town, erected into a City .....April 1, 1962  
McGarry, former Improvement District, erected into a Township.....April 1, 1962

**Effective 1963**

Eastview, former Town, erected into a City .....January 1, 1963  
Kemptville, former Village, erected into a Town.....January 1, 1963  
Plantagenet, former Police Village, erected into a Village.....January 1, 1963

**Dissolutions**

Stamford Township, annexed to the City of Niagara Falls.....January 1, 1963

CHANGES IN MUNICIPAL STATUS

AUTHORIZED

From  
January 1, 1962

To  
January 1, 1963

CITIES

Brockville,  
City of

- Incorporated former town into a city, to be  
known as "The Corporation of the City of  
Brockville".

Authority O.M.B Order dated February 14, 1962  
on file number P.F.N.2231-61  
effective April 1, 1962



Incorporations (cont'd.)

AUTHORIZED

From  
January 1, 1962

To  
January 1, 1963

CITIES

Eastview,  
City of

- Incorporated former town into a city,  
to be known as "The Corporation of the  
City of Eastview".

Authority O.M.B. Order dated October 5, 1962  
on file number P.F.N. 2405-61  
effective January 1, 1963

TOWNS

Kemptville,  
Town of

- Incorporated former village into a town,  
to be known as "The Corporation of the  
Town of Kemptville".

Authority O.M.B. Order dated November 28, 1962  
on file number P.F.N. 4323-62  
effective January 1, 1963

Streetsville,  
Town of

- Incorporated former village into a town,  
to be known as "The Corporation of the  
Town of Streetsville".

Authority O.M.B. Order dated October 27, 1961  
on file number P.F.N. 686-60  
effective January 1, 1962

TOWNSHIP

McGarry, Township  
of

- Incorporated the Improvement District  
of McGarry into a township to be  
known as "The Corporation of the  
Township of McGarry".

Authority O.M.B. Order dated January 29, 1962  
on file number P.F.N. 670-60  
April 1, 1962

## Incorporations (cont'd.)

### VILLAGES

Beachville,  
Village of

- Incorporated the inhabitants of parts of the Townships of North Oxford and West Oxford as a village to be known as "The Corporation of the Village of Beachville".

Authority O.M.B. Order dated June 13, 1961  
on file number P.F.M. 9467-59  
effective January 1, 1962.

Cookstown,  
Village of

- Incorporated the inhabitants of the former Police Village into a village comprising parts of the Townships of W. Gwillimbury, Essa, Tecumseth and Innisfil to be known as "The Corporation of the Village of Cookstown".

Authority O.M.B. Order dated May 9, 1961  
on file number P.F.M. 10437-60  
effective January 1, 1962.

Plantagenet,  
Village of

- Incorporated the inhabitants of the former Police Village into a village to be known as "The Corporation of the Village of Plantagenet".

Authority O.M.B. Order dated February 14, 1962  
on file number P.F.N. 2361-61  
effective January 1, 1963.

Wellesley,  
Village of

- Incorporated the inhabitants of the former Police Village into a village to be known as "The Corporation of the Village of Wellesley".

Authority O.M.B. Order dated November 27, 1961  
on file number P.F.N. 2318-61  
effective January 1, 1962.

### TOWNSHIP

Airy,  
Township of

- Incorporation of inhabitants of the Township of Airy, to be known as "The Corporation of the Township of Airy".

Authority O.M.B. Order dated October 23, 1961  
on file number P.F.N. 40-60  
effective January 1, 1962.

## DISSOLUTIONS

### AUTHORIZED

Matachewan,  
Township of

- Dissolution of the Township of Matachewan  
reverting to unorganized territory.

Authority O.M.B. Order dated November 26, 1962  
on file number P.F.N. 2068-61  
effective December 31, 1962.

Trafalgar,  
Township of

- Dissolution of the Township of Trafalgar by  
amalgamation of the Town of Oakville and  
The Township of Trafalgar to be known as  
"The Corporation of the Town of Oakville".

Authority O.M.B. Order dated October 18, 1962  
on file number P.F.N. 1760-61  
effective January 1, 1962.

Stamford,  
Township of

- Annexed the Township of Stamford to the  
City of Niagara Falls.

Authority O.M.B. Order dated October 16 1962  
on file number P.F.N. 1210-61 Part 11  
effective January 1, 1963.

### AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL BOUNDARIES ISSUED DURING YEARS ENDING DECEMBER 31, 1961 AND 1962.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Blenheim, Town of	Kent	Annexation of part of the Township of Harwich O.M.B. Order dated February 5, 1962 on file number P.F.N. 1954-61 effective April 2, 1962.
Blenheim, Town of	Kent	Annexation of part of the Township of Harwich O.M.B. Order dated August 27, 1962 on file number P.F.N. 2816-61 effective January 1, 1963.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEARS ENDING DECEMBER 31, 1961 AND 1962

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Delhi, Town of	Norfolk	Annexation of part of the Township of Windham O.M.B. Order dated November 14, 1961. on file number P.F.N. 1199-61 effective January 1, 1962.
Dresden, Town of	Kent	Annexation of part of the Township of Camden O. M.B. Order dated December 20, 1961 on file number P.F.N. 675-60 effective January 1, 1962.
Elmira, Town of	Waterloo	Annexation of part of the Township of Woolwich O.M.B. Order dated January 31, 1962 on file number P.F.N. 2494-61 effective March 1, 1962.
Fauquier, Township of	Cochrane	Annexation of part of the geographic Township of Nansen O.M.B. Order dated July 11, 1962 on file number P.F.M. 9183-59 effective January 1, 1963.
Galt, City of	Waterloo	Annexation of part of the Township of Dumfries North O.M.B. Order dated August 22, 1961 on file number P.F.N. 1012-60 effective January 1, 1962.
Kitchener, City of	Waterloo	Annexation of part of the Township of Waterloo O.M.B. Order dated February 1, 1962 on file number P.F.N. 1803-61 effective February 1, 1962.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEARS ENDING DECEMBER 31, 1961 AND 1962

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Mimico, Town of	York	Annexation of part of the Township of Etobicoke O.M.B Order dated January 12, 1962 on file number P.F.N. 2136-61 effective January 15, 1962.
Niagara Falls, City of	Welland	Annexation of the Township of Stamford O.M.B. Order dated October 16, 1962 on file number P.F.N. 1210-61 Part 11 effective January 1, 1963.
Oakville, Town of	Halton	Amalgamation of the Township of Trafalgar and the Town of Oakville, to be known as "The Corporation of the Town of Oakville". O.M.B. Order dated October 16, 1962 on file number P.F.N. 1760-61 effective January 1, 1962.
Picton, Town of	Prince Edward	Annexation of part of the Township of Hallowell O.M.B. Order dated January 24, 1962 on file number P.F.N. 2208-61 effective March 1, 1962.
Port Hope, Town of	Northumberland	Annexation of part of the Township of Hope O.M.B. Order dated September 22, 1962 on file number P.F.N. 2573-61 effective January 1, 1963.
Rayside, Township of	Sudbury	Annexation of part of the unorganized Township of Snider O.M.B. Order dated June 7, 1962 on file number P.F.N. 1839-61 effective January 1, 1963.



AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL  
BOUNDARIES ISSUED DURING YEARS ENDING DECEMBER 31, 1961 AND 1962

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Rockland, Town of	Prescott & Russell	Annexation of part of the Township of Clarence O.M.B. Order dated October 12, 1962 on file number P.F.N.3239-62 effective January 1, 1963.
Stouffville, Village of	York	Annexation of parts of the Townships of Whitchurch and Markham including road allow- ances between concessions. O.M.B. Order dated August 21, 1962 on file number P.F.N. 2574-61 effective January 1, 1963.
Sudbury, City of	Sudbury	Annexation of the unorganized Township of Broder O.M.B. Order dated March 16, 1962 on file number P.F.N. 2721-61 effective April 1, 1962.
Tilbury, Town of	Sudbury	Annexation of part of the Township of Tilbury North O.M.B. Order dated March 21, 1962 on file number P.F.N. 2372-61 effective January 1, 1963.

DECISION

Beamsville, Village of	Lincoln	Annexation of part of the Township of Clinton and for the erection of the village into a town dated November 29, 1962 on file number P.F.N. 4265-62 of O.M.B. decision to be effective January 1, 1963.
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COMMUNITY PLANNING BRANCH



## COMMUNITY PLANNING BRANCH

### General

The principal responsibilities of the Community Planning Branch are:

1. Stimulating more and better community planning in Ontario communities.
2. Administering The Planning Act and selected provisions of The Municipal Act.
3. Undertaking special studies and other planning projects, as required from time to time.

While this report of the year's activities of the Branch seems to be devoted mainly to the routine processing of various kinds of applications for approval under The Planning Act, it should be understood that dealing with these applications is not a rubber-stamp process. To the best of its ability, the Branch tries to deal with every application that comes before it on the basis of making the most useful contribution to the better planning and development of the community concerned. Having regard to the relative inexperience of many municipalities in handling the complex problems of modern urban communities and to the principle of local autonomy in matters that are primarily local in character, this sometimes requires the Branch to make decisions that would be difficult to justify on purely technical planning grounds but that are calculated to develop a greater capacity and sense of responsibility in planning and development matters on the part of Ontario communities.

### Branch Staff and Organization

A re-organization of the Community Planning Branch was initiated in April, 1962. Its main features were the regrouping of the various sections of the Branch and the provision for appointing district representatives who would be responsible for certain aspects of the activities of the Branch in the parts of the Province assigned to them. Towards the end of the year, this plan of re-organization was merged into an overall programme of re-organization for the whole Department. As the year ended, steps were being taken to implement this overall re-organization. The staff of the Branch increased over the twelve months of 1962 from 67 (including 3 casuals) to 74 (including 2 casuals).

The new position of "Assistant Deputy Minister, Community Planning" was established in 1962.

### Planning Areas and Planning Boards

During 1962, 19 new planning areas were defined, about the same number as in 1961. Of these, 9 were single independent planning areas, 4 were joint planning areas, and 6 were subsidiary planning areas. During the same period, two planning areas were dissolved-- The London and Suburban Planning Area and The Hanover and Suburban Planning Area -- leaving a net gain of 17 new planning areas for the year. The municipalities within the two planning areas that were dissolved are included in new planning areas defined during the year.

The 19 new planning areas defined during 1962 are as follows:



<u>Single Independent:</u>	Bala Planning Area Cumberland Planning Area Humphrey Planning Area Merrickville Planning Area Orford Planning Area Village of Petawawa Planning Area Romney Planning Area Vankleek Hill Planning Area White River Planning Area
<u>Joint:</u>	Central Middlesex Planning Area Guelph and Suburban Planning Area Leamington and District Planning Area South Grey-Bruce Planning Area
<u>Subsidiary:</u>	Beachville Planning Area Durham Planning Area Eastview Planning Area Murray Planning Area Walkerton Planning Area Weston Planning Area

The net effect of the changes in planning areas during 1962 was that, at the end of the year, there were:

Single Independent Planning Areas	-	165
Joint Planning Areas	-	75
Subsidiary Planning Areas	-	<u>127</u>
		<u>367</u>

At the end of the year, 433 municipalities in Ontario were wholly or partially within one or more planning areas. These include 31 cities, 118 towns, 53 villages, 226 townships, 4 improvement districts, and the Municipality of Metropolitan Toronto. There were also 27 geographic townships (which are not incorporated municipalities) wholly or partially within one or more planning areas. It is estimated that approximately 90% of the total population of Ontario was within one or more planning areas at the end of the year.

The definition of the Central Middlesex Planning Area, replacing the smaller London and Suburban Planning Area, is an indication of a trend toward modifying and rationalizing the planning organization in areas where the functioning community embraces more than one local municipality. The definition of the South Grey-Bruce Planning Area is another example that illustrates the same trend.

Planning areas are the territorial jurisdictions of planning boards, whose main duty it is to advise municipal councils on all community planning matters. While it cannot be stated that there were 367 planning boards actively performing the duties assigned to them by The Planning Act in the 367 planning areas in existence at the end of the year, most planning areas have planning boards that are striving to discharge their responsibilities, within the limits of the resources accorded to them. Unfortunately, inter-municipal rivalries provide an effective obstacle to the establishment of adequate planning organizations in many parts of the Province and there is also a crippling lack of technically qualified planning staff in many communities that need it.

#### Official Plans

Official plans are formal statements of development policies that have been prepared by planning boards, adopted by municipal councils, and approved by the Minister of Municipal Affairs. If they are carefully prepared and properly implemented, they can contribute to the creation of a better community environment, to a sounder economic base for the community, to economies in the operation of the community, and to sounder and more stable private investment in residential, commercial, and industrial development.

There was a total of 13 new official plans approved in 1962, almost twice the number approved in 1961. In only one previous year, 1948, was as large a number of new official plans approved. There were 15 that year. This brings to 120 the total number of official plans that have been approved and brought into force since The Planning Act was first passed in 1946. As a result of the merging of planning areas and other developments, there were 118 official plans in force at the end of 1962. These embraced part or all of 143 municipalities.

The planning areas for which the 13 new official plans were approved are as follows:

- The Cobourg Planning Area
- Delhi Planning Area
- The North Dorchester Planning Area
- The Town of Essex Planning Area
- Midland Planning Area
- Mimico Planning Area
- The Newmarket Planning Area
- Oakville-Trafalgar Planning Area
- Riverside Planning Area
- The Shelburne Planning Area
- Simcoe and Suburban Planning Area
- The Town of Whitby Planning Area
- The City of Windsor Planning Area

A record number of amendments -- 157 -- were approved in 1962. This is slightly up over the figure of 150 for 1961 and is significantly higher than the figure for previous years. Amendments to official plans will always be necessary, of course, if official plans are to be adjusted to the shifting needs of growing communities in a period of economic expansion and technological change. At the same time, efforts are being continued to find ways to introduce enough flexibility into



official plans to avoid the necessity of making too many amendments to them.

During the year, the programme of preparing, for Branch use, consolidations of each official plan and its amendments was finished so that a complete record of the history of changes in land-use designations through amendments to official plans is now available for each municipality in the Province having an official plan. Also, a card index has been prepared indicating the main policies contained in the text of each official plan. These records make it possible to obtain information on the main elements of each official plan very quickly.

The quality of new plans submitted for approval continued on a relatively high level in 1962, emphasis being placed on the desirable elements of flexibility and comprehensiveness. Most plans now contain policies on staging development, on transportation, on schools, and on open space, as well as setting out policies and patterns relating to land use.

It is disappointing that some of the larger urban centres have proved to be reluctant to revise their official plans to adjust them to today's needs. Most of the existing official plans for cities in Ontario are over ten years old and are rudimentary, at best, but there is a strong resistance to up-dating them.

#### Zoning By-Laws

Another record year was chalked up in respect of the number of zoning by-laws, amendments, and appeals to the Municipal Board -- 1057 -- that were reviewed during the year and commented upon either to the Municipal Board, to the municipality concerned, or to both. The year 1961 was the previous high, with a total number of

899 by-laws and amendments reviewed.

The increase of 14% from 1961 to 1962 in the total number of zoning by-laws and amendments that were enacted by Ontario municipalities came about only in part from an increase in the number of municipalities (24) that made use of zoning by-laws for the first time. Another important contributing factor was the increasing use of new forms of zoning, and particularly the adoption of two-stage zoning in some municipalities, with the object of facilitating greater flexibility in design.

To assist the Municipal Board in reducing further the time required for dealing with applications for approval of zoning by-laws, the Branch has adopted new procedures aimed at the resolution of as many technical questions as possible in advance of the Municipal Board's consideration of each application.

#### Committee of Adjustment

Prior to 1962, committees of adjustment could be established only in municipalities having an official plan in force implemented by one or more by-laws of the municipality. This limitation was considerably reduced in an amendment to The Planning Act which became effective in 1962, so that a municipal council can now establish a committee of adjustment if the municipality has passed a zoning by-law under section 30 of The Planning Act. This change in the Act is undoubtedly responsible for the unprecedented increase that has taken place in 1962 in the number of committees of adjustment that are in operation. A total of 23 new committees of adjustment were established in 1962 and had the appointment of their members



approved, compared with 6 in 1961, bringing to 96 the total number of municipalities in Ontario that had established committees of adjustment by the end of 1962. The 23 new committees of adjustment were formed in the following municipalities:

Cities:	Chatham Galt
Towns:	Ajax Cobourg Eastview Goderich Listowel Mimico Oakville (replacing former committee of adjustment dissolved upon annexation of Trafalgar Township) Picton Port Credit
Villages:	Markham Stouffville
Townships:	Chinguacousy Kingston Mountjoy Neebing Saltfleet Teck Thorold Waterloo York York East

The Community Planning Branch reviews all decisions that are made by committees of adjustment, and in appropriate cases, recommends that the Minister appeal specific decisions to the Municipal Board. A total of 2,808 decisions of committees of adjustment was reviewed by the Branch in 1962, up from 2,611 the previous year.

As might have been expected, in view of the steadily increasing number of committees of adjustment in operation each year, the 1962 figure is the highest for any year to date.

Only 5 decisions were appealed by the Minister in 1962 -- the smallest number since the Minister has had the right of appeal. The total number of appeals to the Municipal Board against decisions of committees of adjustment by the original applicants to committees of adjustment and by others, including the Minister, was 128 in 1962. This is equal to the total number of appeals in 1959, the previous year with the greatest number of appeals to the Board. The ratio of appeals to total number of decisions rendered is down from 1959, of course (4.5% in 1962, 5.8% in 1959) but up fractionally over last year's figure of 4.4%.

#### Areas of Subdivision Control

Areas of subdivision control are designated by municipal councils under section 26 of The Planning Act as a means of ensuring that the subdivision of land in the municipality is brought under proper planning review. During 1962, 49 new areas of subdivision control were designated, compared with 42 during 1961. The number of by-laws passed by municipalities to regulate the sale of part lots on registered plans of subdivision, as distinct from whole lots, increased from 40 in 1961 to 66 in 1962. Including other by-laws altering or dissolving areas of subdivision control and areas of part-lot control, the total number of by-laws lodged with the Minister during 1962 was 117, up somewhat from the figure of 93 for 1961.

While land is normally subdivided by registered plan in areas of subdivision control,

there is provision for the planning board (or the Minister of Municipal Affairs where there is no planning board) to consent to the creation of individual lots without the formality of registering a plan of subdivision. During 1962, 363 applications for consent were received by the Branch -- the largest number received in any single year to date. The previous high was 1961, with 311 applications having been received. During 1962, the Minister gave consent to 265 divisions of land, compared with 256 in 1961 and 268 (the largest number granted in any previous year) in 1960. The number of applications that were refused or withdrawn was 57 in 1962, up significantly from 35 in 1961, which was the highest figure previously recorded.

#### Plans of Subdivision

The peak year for the submission of new applications for approval of plans of subdivision was 1955, when 1,237 applications were received. The volume of new applications has fallen off considerably since then, with fluctuations upward and downward from year to year. The total number of new applications in 1962 was 531 -- the lowest for any year since The Planning Act came into force in 1946. The number of draft plans of subdivision that were approved in 1962 was down to 457 from the previous year's figure of 632 and the number of final plans approved fell to 570 from 1961's figure of 633.

The downward trend over recent years in the number of plans of subdivision submitted for approval is at least partially offset by the fact that many plans being submitted now are larger than formerly. Subdivisions are also becoming more complex,

particularly in regard to their relationship to other development generally in their respective communities and to the financial and other aspects of servicing. The subdivision for resort purposes of land in the lake districts is also posing new problems, both from the viewpoint of volume of development in communities inexperienced with handling this type of situation and from the viewpoint of preserving public access to lakes and guarding against pollution of recreational waters.

Under The Planning Act, the Minister is empowered to require subdividers to convey to the municipality up to five percent of the land included in their plans, to be used for public purposes. The Act also provides for the subdivider to substitute the payment of a sum of money for the conveyance of land, under certain circumstances and where the Minister approves. During 1962, 47 "cash in lieu" applications were approved, for a total payment to municipalities of \$228,844. This is down somewhat from 51 approvals in 1961, for a total amount of \$438,253.15.

The Minister may also approve the sale of land obtained by a municipality under these five-percent provisions, with the proceeds of the sales being deposited in a special account from which it can be expended only for the purchase of alternative lands to be used for public purposes. During 1962, the Minister approved 68 sales, for a total amount of \$632,700. This compares with 48 approvals in 1961, for a total of \$640,995.40.



The Minister approved 40 purchases of land by municipalities from funds in the special five-percent accounts, at a total expenditure of \$728,703. The comparable figures for 1961 are 35 and \$975,296.29.

During the latter part of 1962, the policies and procedures relating to the five-percent provisions of section 28 of The Planning Act were reviewed thoroughly in the Department, and certain changes made in them. These changes were announced in a circular letter that was distributed by the Branch on November 15, 1962, for the purpose of notifying all concerned of the procedures now in effect.

During 1962, an amendment was made to section 459 of The Municipal Act requiring the approval of the Minister of Municipal Affairs before any by-law of a municipality to alter, divert, or stop up a highway on a plan of subdivision registered since March 27, 1946, can come into effect. Since this amendment came into force, five applications have been received. At the end of 1962, four of these had been approved and one had been refused approval.

The Branch is carrying out a program of plotting on maps the location of each plan of subdivision for which an application for approval is received. In 1962, 538 submissions were plotted. Several map sheets were completed in final form.

#### Urban Renewal (including Redevelopment)

The early obsession with the bulldozer as the principal implement for improving the older, run-down parts of our urban communities is gradually giving way to a more enlightened, realistic, and practical approach. This is a very happy turn of



events. The new approach emphasizes the need to conserve and improve existing facilities, wherever possible, and to engage in wholesale clearance and rebuilding of entire areas only as a last resort. Such an attitude is calculated to cause as little dislocation as possible in the lives of individuals, families, and neighbourhoods, to maintain a greater sense of continuity in the community, and to keep urban renewal within the bounds of financial possibility. The Branch is co-operating actively with a number of municipalities and with Central Mortgage and Housing Corporation to find ways of using the existing statutory tools and available financial resources to achieve maximum results in this highly important phase of community planning and development.

Urban renewal studies with financial assistance from Central Mortgage and Housing Corporation and Provincial Government approval were commenced in Niagara Falls, the Lakehead, and Cornwall during 1962 and studies in Ottawa and Sudbury that had been started earlier proceeded in 1962.

During 1962, the Minister approved the designation of a redevelopment area under section 20 of The Planning Act in Sault Ste. Marie and also approved by-laws to alter two redevelopment areas previously designated in Toronto -- Moss Park and the area on the south side of Queen Street opposite the site of the new City Hall.

An agreement under section 22 of The Planning Act was entered into during 1962 for the Province of Ontario to assist the City of Windsor financially in the acquisition and clearance of land in Stage II of that city's redevelopment programme.

The financial assistance provided by the Province of Ontario to the end of 1962 in the four projects in respect of which such agreements had been entered into by the end of the year is given in the following table:

	<u>Estimated</u>	<u>Total Expenditure</u>		<u>Province's Contribution</u>	
<u>Project</u>	<u>Total Cost</u>	<u>In 1962</u>	<u>To Date</u>	<u>In 1962</u>	<u>To Date</u>
Toronto:					
Moss Park	\$ 8,500,000.00	\$1,039,152.40	\$4,820,158.76	\$259,788.10	\$1,205,039.69
Windsor:					
Stage I	1,800,000.00	356,807.20	1,519,749.89	89,201.80	379,937.47
Stage II	2,146,000.00	674,711.95	674,711.95	168,677.99	168,677.99
Sarnia:					
Bluewater	3,169,000.00	1,542,108.76	2,024,331.01	385,527.19	506,082.75
<hr/>					
Total:	\$15,615,000.00	\$3,612,780.31	\$9,038,951.61	\$903,195.08	\$2,259,737.90
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#### Minimum Standards of Occupancy and Maintenance of Dwellings

Culminating three years of work, the final report of a study of minimum standards of occupancy and maintenance of dwellings was published late in 1962, under the title "A Better Place to Live". The study was conducted by the Branch, with 75% of the total cost of \$30,000 being borne by Central Mortgage and Housing Corporation. The final report includes a model by-law for establishing and enforcing minimum standards of maintenance. It also includes draft enabling legislation for such by-laws.

### Minister's Orders

On June 19, 1962, the Minister made an Order under section 27 of The Planning Act establishing subdivision control and basic land-use regulations over the area south of Kirkland Lake that was expected to be affected by the development of the Adams Mine. The objective of this Order was to prevent the scattering of sub-standard residential development throughout the area and to channel such development as might occur into the municipalities in the area equipped to cope with it.

### Waterloo County Land-Use Survey

The Community Planning Branch conducted a land-use survey of Waterloo County during 1962, the field work being done in the summer months with the assistance of university students engaged to augment the members of the regular staff of the Branch assigned to this project. The survey was done in co-operation with municipalities in the area that had engaged local planning personnel to conduct a general planning study of the area. The land-use survey done by the Branch was an important part of this overall study of course. By the end of 1962, most of the information collected by the Branch had been plotted on maps and arrangements were being made to place the results of the survey in the hands of the planning boards and councils concerned and to advise them on putting the material to best use.

### Assistance to Other Departments

A higher degree of co-operation was achieved between the Branch and other departments and agencies of the Provincial Government during 1962, resulting in a better co-ordination of the studies and other activities of all agencies concerned relating



to present and future physical planning and development in Ontario. In particular, arrangements were made for the Branch to work closely with the Department of Economics and Development and the Department of Highways during the year on matters of mutual interest and concern.

This type of co-operation and co-ordination should produce greater efficiency and economy in Government activities by allocating various aspects of studies related to planning and future development to those agencies with the greatest technical competence for carrying them out and by reducing unnecessary duplication of effort.

#### Stopping-up of Road Allowances

Section 459 (3) of The Municipal Act requires the approval of the Lieutenant Governor in Council before a municipal by-law to stop up, alter, widen, or divert a road leading to or lying along the bank or shore of a body of water comes into effect. During 1962, the Branch received 26 applications for approval of such by-laws. A total of 25 applications was approved during the year, one application was withdrawn, and one application was refused.

#### Conferences

During 1962, the Branch sponsored six planning workshop conferences (held in Cornwall, Kingston, North Bay, Ottawa, Owen Sound, and Sarnia) and participated in an important regional planning workshop. The regional planning workshop involved five meetings in Georgetown and was attended by interested persons from a wide area. The Branch sponsored one Ontario Planning Staff Conference during the year, rather

than the usual two conferences. These conferences bring to Toronto the senior planning staff of planning boards throughout Ontario and afford an opportunity for these local planners to compare notes with one another and with the staff of the Community Planning Branch.

The Community Planning Branch again supported the Seminar on Civic Design which was held in Stratford on July 15-18, 1962. This Seminar on Civic Design is proving to be an important vehicle for bringing together from various organizations and disciplines persons who are involved in the function of planning and creating a better physical community environment.

The Mid-Atlantic Regional Conference of the National Association of Housing and Redevelopment Officials took place in Toronto on September 20 and 21, 1962. The Mid-Atlantic Region of N.A.H.R.O. has within it the International Conference Chapter, which is somewhat unique in that, as its name implies, it is comprised of members of the National Association from both sides of the international boundary. This is the first time that the Mid-Atlantic Region has had its annual meeting and conference in Canada. This Branch assisted substantially in the arrangements for the conference.

Members of the staff of the Branch participated in about 40 conferences during 1962. Most of these were held locally, but others were held elsewhere in Canada or in the United States. In a field that is developing as rapidly as the field



of planning, these conferences, a large percentage of which are on a professional level, constitute important opportunities to keep abreast of new developments and to contribute to progress in the evolving of new planning concepts and techniques.

The Branch prepared displays on various aspects of planning for four conferences and meetings in 1962.

#### Extension Service

As already indicated, the Community Planning Branch places a heavy emphasis on encouraging local communities to plan and on advising planning boards and councils on how to improve their planning operations. This emphasis is carried through correspondence with various individuals and agencies on specific applications for approval that are submitted to the Minister, and it is also evident in the programme of conferences, publications, and field visits that are made each year by the staff of the Branch. Over 600 individual visits were made to various municipalities in the province during 1962 -- almost 100 more visits than in 1961. Even with this expanded programme of visits, the Branch is unable to cope adequately with the volume of requests for visits and consultation on planning matters that are received from various parts of the Province.

#### Publications

During 1962, six issues of ONTARIO PLANNING were produced. Of the other publications issued by the Branch in 1962, perhaps the most significant is the final report of the Study of Minimum Standards of Occupancy and Maintenance of Dwellings, entitled

"A Better Place to Live", which is mentioned elsewhere in this annual report. A large number of reprints were produced of articles from previous issues of ONTARIO PLANNING and other Branch publications. Reprinting of this material was made necessary by the heavy demand for copies from planning boards, committees of adjustments, and others.

### Library

The Community Planning Branch has developed a good library of planning material. While the library is intended primarily for the use of the staff of the Branch, its facilities are also made available to other agencies of the Government and to planning boards, committees of adjustment, municipal officials, university students, and others interested in planning in this Province.

The coverage of planning material was broadened during 1962 by the purchase of 120 books or pamphlets. The library also subscribes to 37 annual reports of the Dominion Bureau of Statistics and to 27 periodicals in the planning and related fields. During 1962, the library received 453 books, reports, or pamphlets without charge, some of these through the Council of Planning Librarians' duplicate exchange programme. Over 100 newsletters, bulletins, or periodicals were received during the year, mainly through an exchange programme with other agencies.

The library is developing a reference function, with an increasing number of questions being received from various sources.

During 1962, the Community Planning Branch librarian presented to the Council of

Planning Librarians at its annual conference a manual for planning agency libraries. It is expected that this manual will be published in 1963 and made available for distribution across Canada and the United States.

The Branch is called upon from time to time to advise planning boards and other agencies on the organization and operation of planning libraries. During 1962, this type of assistance was rendered to four communities, involving two trips out of Toronto for the purpose.

#### Miscellaneous Activities

A number of relatively minor amendments to The Planning Act were enacted and came into force in 1962.

During 1962, the Community Planning Branch joined with the Municipal Administration Branch of the Department in a continuing programme of mapping the boundaries of all municipalities in the Province.

The Branch acted as host to the annual Canadian Provincial Planning Officials' Conference which took place in the University of Western Ontario, in London, on June 25 and 26, 1962. These annual two-day meetings have proved to be valuable opportunities for the senior administrative personnel responsible for community planning activities in the various provinces to compare notes on such matters as planning legislation, staffing, training, and provincial-municipal planning relations.

Through an arrangement between the Municipal Board and the Branch, a member of the

technical planning staff of the Branch was seconded to the Board on a temporary basis towards the end of 1962 for the purpose of assisting the Board in modifying its procedures for dealing with planning matters.

At the request of the Royal Architectural Institute of Canada, the Branch is assisting in the work of the Zoning Study Committee that has been established by the R.A.I.C. growing out of the enquiry into the design of the residential environment that the R.A.I.C. conducted recently. The Committee was appointed in the autumn of 1962 and its work is expected to occupy at least a year. Its purpose is to enquire into the objectives of zoning by-laws, the effectiveness of zoning by-laws to achieve these objectives, the possible side-effects of zoning, and possible improvements in the existing provisions for accomplishing the desirable goals of zoning.

Two members of the staff of the Branch participated in the Local Government Study Tour of Europe conducted by the Institute of Local Government of Queen's University during September of 1962.





R E P O R T  
of  
THE ONTARIO MUNICIPAL BOARD  
is issued independently  
and is not included in the Departmental  
Report



R E P O R T  
of  
THE ONTARIO WATER RESOURCES COMMISSION  
is issued independently  
and is not included in the Departmental  
Report



THE MUNICIPAL ADVISORY COMMITTEE





## MUNICIPAL ADVISORY COMMITTEE

The Report for 1961 stated that the Municipal Advisory Committee held its last meeting in August.

On March 27th, 1961, during the Second Session of the Twenty-sixth Parliament, the Select Committee on The Municipal Act and related Acts was appointed. Mr. Alfred H. Cowling, M.P.P., chairman of the Municipal Advisory Committee, was appointed a member of this Select Committee.

Any topic which might be assigned by the Minister of Municipal Affairs or undertaken by the Municipal Advisory Committee on its own initiative would almost inevitably infringe upon the terms of reference of the Select Committee. On completion of its last assignment the Committee was advised that further meetings would be held at the call of the Chairman.









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ONTARIO

DEPARTMENT OF MUNICIPAL AFFAIRS

*Thirtieth*

# **ANNUAL REPORT**

FOR THE YEAR ENDING DECEMBER 31, 1963





THE DEPARTMENT OF MUNICIPAL AFFAIRS

THIRTIETH ANNUAL REPORT

For the year ending December 31, 1963



DEPARTMENT OF MUNICIPAL AFFAIRS

TO THE HONOURABLE J.W. SPOONER  
MINISTER OF MUNICIPAL AFFAIRS

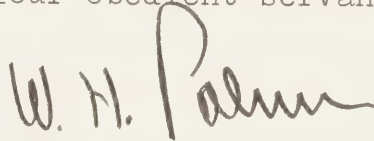
Sir:

It is with pleasure that I present to you at this time the Thirtieth Annual Report covering the activities of the Department of Municipal Affairs for the calendar year which ended December 31st, 1963.

May I also highly commend the continued assistance and loyal support tended me by the members of the staff of this Department, as well as the constant co-operation received from the other departments of this government, without which this report could not have been made.

I have the honour to be, Sir,

Your obedient servant,

A handwritten signature in dark ink, appearing to read "W. H. Palmer". The signature is fluid and cursive, with a large, prominent "P".

for L.R. Cumming  
Deputy Minister

Toronto, Ontario

February 19, 1964.



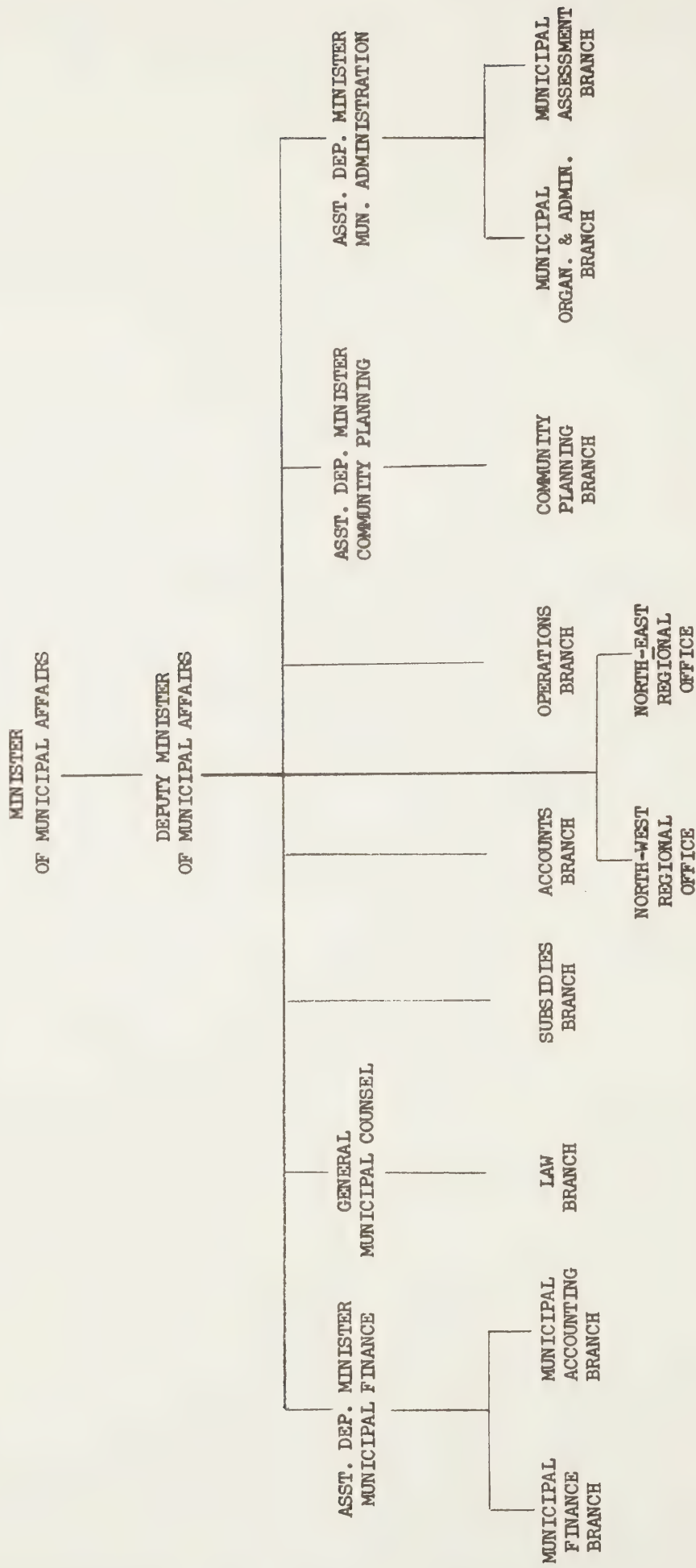


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DEPARTMENT OF MUNICIPAL AFFAIRS

ORGANIZATION CHART



THE GENERAL ACTIVITIES OF

THE DEPARTMENT OF MUNICIPAL AFFAIRS

The principle underlying the operations of the department is three fold: First: to provide Ontario's 979 municipalities with advice and direction when they request it. Second: to give close supervision to newly established municipalities wherever it is necessary, and Thirdly: to administer such Acts as are related to municipal operations as the Legislature directs.

Since the Department was organized some twenty-eight years ago, the scope of its activities and facilities has broadened considerably. At present it is consulted by both elected and appointed municipal officials on problems which involve practically every phase of municipal administration.

The Honorable J.W. Spooner is the present Minister of Municipal Affairs. The Organization of the Department is as follows:

Minister's Office

Deputy Minister's Office

Accounts Office

Law Branch

Municipal Accounting Branch

Municipal Assessment Branch

Municipal Finance Branch

Municipal Organization and Administration Branch

Operations Branch

## DUTIES OF BRANCHES

### 1. Municipal Administration Branch

(a) Municipal Administration

Municipalities under partial supervision  
Improvement Districts

(b) Designated Mining Municipalities

(c) School Section Administration

(d) Departmental Approval to Certain Municipal  
By-laws, etc. (listing)

Destruction of records

Industrial sites

Taxes on Mines or Mineral Works

Powers of Township to assess Telephone and  
Telegraph Companies on gross receipt basis

(e) General and Administrative Assistance to  
Municipalities

(f) Tax Registration

### 2. Municipal Assessment Branch

(a) Establishing Equalization Factors

(b) Equalization of Assessment and The Homes for the Aged Act

(c) Valuations of Ontario Government and Ontario Hydro Property

(d) Designated Mining Municipalities

(e) Establishing a basis of equalized assessment throughout  
Ontario

(f) County Assessment System

(g) Special Projects

(h) General assistance to municipalities in assessment problems

(i) Approval of by-laws



### 3. Municipal Accounting Branch

- (a) Promotes the use of accepted principles of municipal accounting and prescribed methods of municipal reporting
  - 1) Financial statement review
  - 2) Municipal accounting service and advice
  - 3) Special projects
- (b) Promotes the use, by the auditors of municipalities, of accepted methods of auditing accounts
  - 1) Standard audit procedure
  - 2) Licensing of auditors
  - 3) Auditor's Report review
  - 4) Special projects

### 4. Municipal Finance Branch

- (a) Municipal finance studies
- (b) Assistance with regard to municipal finance
- (c) Reports to the public
  - 1) The Annual Report of Municipal Statistics
  - 2) The Municipal Directory
- (d) Pensions for municipal employees
- (e) Administration and verification of
  - 1) Municipal Works Assistance Program
  - 2) Winter Works Incentive Program
  - 3) Centennial Grants Program

### 5. Accounts Branch

- 1) Payment of Departmental accounts for goods and services
- 2) Calculation and payment of certain grants and subsidies
- 3) Payments in lieu of taxes

(Duties of Accounts Branch) cont'd.

- 4) Preparation of Estimates and Budgets
- 5) Handling of Department payroll
- 6) Handling Department Advance account

6. Operations Branch

- 1) Personnel
- 2) Equipment and supplies
- 3) Mail services
- 4) General files
- 5) Department library

7. Law Branch

- 1) Preparation of legislation
- 2) Legal opinions and advice

8. Community Planning Branch

This Branch assists and advises local communities in all phases of their physical planning, so that they may become more attractive and more efficient.

The means of attaining this objective includes:

- 1) Conducting a programme of public education through various channels
- 2) Working closely with municipal councils and other local agencies in creating local planning organizations
- 3) Offering guidance to local communities through the administration of The Planning Act 1955, and through consultation with local planning officials on practically every detail and every aspect of the subject.

(Duties of Community Planning Branch) cont'd.

- 4) Co-ordinating local planning with the plans and policies of Provincial and Dominion Government agencies.
- 5) Conducting studies of special areas to secure information for future development.
- 6) Planning and design of new townsites in connection with the development of natural resources.

- - -

9. The Ontario Municipal Board

Issues a separate report.

10. Ontario Water Resources Commission

Issues a separate report.

11. Ontario Municipal Employees Retirement System

Issues a separate report.



THE MUNICIPAL ORGANIZATION  
AND ADMINISTRATION BRANCH





## THE MUNICIPAL ORGANIZATION AND ADMINISTRATION BRANCH

Prior to the reorganization of the Department, implemented in early 1963, this Branch was known as the Municipal Administration Branch. A listing of the present duties of the Branch is included as a Schedule to this report. (Page 2)

During the period of approximately twenty years immediately following the establishment of the Department 1935, and mainly as a result of the depressed economic conditions prevailing in the early nineteen thirties, active participation in the day to day administration of those municipalities experiencing critical financial conditions comprised the main function of this Branch. Over the years, and as these municipalities regained financial and administrative stability, the role of the Branch changed substantially from the supervisory to the advisory. As an extension of such advisory service a start was made this year to add municipal administration personnel to the Department's regional offices.

As part of the formal reorganization of the Department, a new section of the Branch was set up to carry out certain functions in respect to municipal organization. Among the principal duties of the new section is the continuous examination, study, reporting upon and recommendation in such matters as

(a) Municipal organization, functions and elections;

- (b) Incorporation of new and reorganization of existing municipalities, boards, commissions, etc.;
- (c) Municipal boundaries.

The functions of the Branch performed in 1963 are given in more detail as follows:

#### MUNICIPAL ADMINISTRATION

##### (a) Improvement Districts

The Municipal Administration section of the Branch continued, in 1963, to discharge the Department's administrative responsibilities under Part III of the Department of Municipal Affairs Act in respect to Improvement Districts. The Improvement Districts form of local government is generally in use in areas where municipal services were previously non-existent. Thus, most Improvement Districts are to be found in the northern Districts of the Province and their formation results, in the main, from the need for the provision of community services for those engaged in industries such as mining and the production of pulp and paper. Unlike townships, villages, towns and cities, the Improvement District does not have an elected council but is governed by a board of three trustees appointed by the Lieutenant-Governor in Council. The legislation under which these municipalities are created provides for an extensive degree of administrative guidance and control by the Department involving all phases of municipal problems. This

# MUNICIPAL ORGANIZATION AND ADMINISTRATION BRANCH

## FUNCTIONAL CHART

DIRECTOR  
OF MUN. ORGANIZATION  
AND ADMINISTRATION

MUN. ORGANIZATION  
SECTION

MUNICIPAL ADMINISTRATION

Southern Section

Northern Section

1. Continuous examination, study, reporting on and recommending in matters of:
  - (a) Municipal organization, functions and elections;
  - (b) Incorporation of new and reorganization of existing municipalities, boards, commissions, etc.
  - (c) Municipal boundaries.
2. Administration of The Quieting Orders Act.
3. Co-ordination of planning of municipal development.
4. Establishment and promotion of municipal administrative standards, forms and procedures.
5. Co-ordination and clearance of general directives to municipalities.
6. Organization, curricula, co-ordination and conduct of government-municipal meetings and conferences and training courses for municipal officers.
7. Liaison with universities, technical schools and professional organizations in matters of specialized education and training for local government.
8. Inter-Departmental liaison and study of government-municipal and inter-municipal relations in the administration of education, health, highways, housing, justice, transport, welfare, etc.
9. Co-ordination, investigation and disposal of all complaints, accusations and inquiries with regard to civic administration.
10. Assembling of, recording and reporting on the results of mun. audits, investigations and observations carried out or made by Departmental officers in the performance of their duties.
11. Co-ordination and/or conduct of municipal inquiries, investigations and studies carried out by the Department.

1. Advisory service and assistance to municipalities in:
  - (a) Incorporation of municipalities, their boards and commissions.
  - (b) Setting up and improvement of municipal administration.
  - (c) Amalgamation, annexation, dissolution and other changes in municipal boundaries.
  - (d) Changes in municipal status.
  - (e) Municipal elections, conduct of meeting and parliamentary proceedings.
  - (f) Preparation of by-laws.
  - (g) Internal and external proceedings.
  - (h) Staff selection and training.
  - (i) Duties, rights and responsibilities of municipalities and municipal officers.
  - (j) Liaison with respective government departments with regard to the administration of local government boards and commissions.
2. Participation in municipal conferences, meetings and training of officers.
3. Co-ordinating the work of Departmental Regional Offices.
4. Administering directly and/or in co-operation with respective technical branches of the Department the following provisions of
  - (a) The Municipal Act:
    - (i) S. 248b Destruction of documents.
    - (ii) S. 296(1) Federation of Agriculture rate.
    - (iii) S. 297(2), 298(3) and 299(3) Use and disposal of reserves.
    - (iv) S. 320(1) Recommending municipal inquiry.
    - (v) S. 320(3) Fixing expenses of inquiry commission.
    - (vi) S. 377(35) (b) Approval of certain repealing by-laws.
    - (vii) S. 377(68) (e) Salaries of members of parking authorities.
    - (viii) S. 377(69) (c) Special undertakings.

- (ix) S. 379(49) Land for Industrial purposes.
- (x) S. 399(1)(f) Licensing of salesmen.
- (xi) S. 407 Salaries of municipal boards' members.
- (xii) S. 494 Remuneration of police village trustees.
- (xiii) S. 522 Recommending appointments of improvement district trustees.
- (xiv) S. 525 Municipal by-laws and notices, etc.
- (b) The Department of Municipal Affairs Act:
  - (i) S. 13 (b) Application of Tax Arrears Procedure.
  - (ii) S. 17, 21 & 22 Provincial audit into municipal affairs.
  - (iii) S. 25 & 26 Municipal reports and returns.
  - (iv) Part III Approval of estimates, by-laws, land registration and for tax arrears, appointments, dismissals, salaries, etc.
- (c) The Assessment Act:
  - (i) S. 35(11) Mines Profits Tax to school sections.
  - (ii) S. 36 Designating mining municipalities and approving estimates, etc. of and provincial payments to such municipalities.
5. Approval of by-laws and other documents of municipalities requiring sanction of the Department under existing or future legislation.

Regional Office  
Port Arthur

Regional Office  
North Bay

1. Advisory and instructional service to municipalities in matters of:
  - (a) Organization of Municipal Offices, Boards, Institutions and Utilities.
  - (b) Municipal Elections, Conduct of Meetings and General Procedures under existing Legislation.
  - (c) Preparation of Standard By-laws.
  - (d) Administrative Forms and Accepted Systems and Procedures.
2. Conduct of regional and local studies in matters of Municipal Organization and Administration on the instruction of the Branch Head.
3. Supervising and co-ordinating work of all Field Office Sections (Attendance, Discipline, Execution of Programmes, etc.)
4. Representing the Department within the Region.
5. Investigating and reporting to Head Office local municipal problems, complaints, etc. and recommending improvements in local administration.
6. Liaison with Field Agencies of other Government Departments and Agencies within the Region.
7. Exercising supervisory statutory powers of the Department within limits established by the Minister and reporting on matters requiring approval of the Department.
8. Providing leadership in in-service and general training of municipal elected and appointed officers.





is carried out by the Branch in co-operation with the technical branches of the Department and includes on-site participation in the local administration where needed. As this type of local government is generally regarded as transitional, Departmental guidance is adapted to meet local requirements and circumstances with a view to fostering and developing local interest and initiative. During the year, the Branch continued to work in close co-operation with the Improvement District of Elliot Lake in dealing with the many problems arising from the sudden and continued decline in the local economy. This municipality was created as a result of the discovery and mining of uranium in the area and is almost solely dependent upon this mining activity for its physical and economic development. As a consequence of the decreasing demand for uranium and the curtailment of local mining operations, the population of the Improvement District which had risen from practically nil in 1955 to 25,000 at the end of 1959 dropped to an approximate 10,600 by 1962 and remained at that figure for 1963. Among other things this has resulted in serious strain being placed upon the administrative ability of the municipality to collect and obtain sufficient tax and other revenue to offset its day to day and long-term financial obligations. Financial assistance was again made available to the Improvement District in 1963 by the purchase by the Province of interest-free

floating indebtedness debentures in the amount of \$700,000.00.

The Province also purchased floating indebtedness debentures of the Improvement District of Manitouwadge in the amount of \$60,000.00. Details and procedures in respect to both purchases were handled by the Branch.

There are twenty Improvement Districts currently in existence and they are shown in the following schedule:

The Department of Municipal Affairs  
Annual Report 1963

THE DEPARTMENT OF MUNICIPAL AFFAIRS

ANNUAL REPORT - 1963

IMPROVEMENT DISTRICTS

<u>NAME</u>	<u>DATE ERECTED</u>	<u>POPULATION</u>	<u>CHAIRMAN</u>	<u>VICE-CHAIRMAN</u>	<u>MEMBER</u>	<u>NAME</u>	<u>SECRETARY-TREASURER</u>	<u>ADDRESS</u>
BALMERTOWN	Oct. 2, 1950	1836	O. J. Mathews	E. E. Pine	F. J. Fulton	W. R. B. Trow		Box 190, Balmertown
BARCLAY	July 1, 1963	693	J. L. Hill	O. K. Aschim	F. G. Wall	F. Shushack		Box 13, Wabigoon
BEARDMORE	May 1, 1945	1125	J. Katajamaki	N. Kilborn	L. McKechnie	R. Nylund		Box 9, Beardmore
BLOCHT	Jan. 1, 1958	648	Miss M. L. Bamford	H. S. Johnson	H. J. Johnson	Miss M. L. Bamford		Cardiff
CAMERON	July 31, 1944	198	W. McMartin	C. Blair	D. F. McKeekin	Mrs. A. Blair		R. R. #1, Mattawa
DORION	Jan. 1, 1951	488	J. Symington	W. J. Worrall	E. Swenson	J. Symington		17 Tomlinson Block, Port Arthur
ELLIOTT LAKE	Sept. 1955	10160	E. Futterer	S. Foreman	J. Wellard	P. J. Brown		Municipal Office
GAUTHIER	May 31, 1945	298	J. H. Botsford	J. P. Ford	Daniel Bowers	J. P. Ford		Dobie, Ont.
KINGHAM	Jan. 1, 1952	69	W. Vancleave	H. G. Farstad	D. Burdick	Mrs. L. Belonoha		Wavell, Ont.
KINGSFORD	Sept. 1, 1944	94	R. Alexander	C. Smith	E. Smith	E. Spicer		R. R. #2, Emo
LONGLAC *	Jan. 1, 1952	1213	F. Lemieux	R. Matson	T. Ballantyne	Mrs. L. Skinner		Box 336, Longlac
MANITOWADGE	Nov. 1, 1954	3006	W. Harrison	H. H. McDonald	J. Regis	P. Radford		Manitouwadge
MARATHON	Dec. 31, 1946	2724	L. D. Irwin	F. Talarico	A. Gordon	L. D. Irwin		Marathon
NAKINA	Jan. 1, 1957	764	J. Popowich	D. Downey	E. Walker	T. G. Murphy		Nakina
ONAPING	Jan. 1, 1956	1121	E. G. Jarvis	R. J. Beaudry	B. B. Thompson	H. Bondett		Onaping
RED ROCK	July 14, 1945	1861	J. L. Halter	D. Roy	O. Inget	A. Phillips		Municipal Office, Red Rock
RENABIE	Sept. 1, 1947	393	R. J. DeGrace	K. E. Nolan	R. L. Scott	R. L. Scott		Renabie
STOIX NARROWS	Aug. 31, 1944	373	C. Gaudry	J. Hagen	G. Dion	Mrs. E. Larson		Sioux Narrows
VAL ALBERT **	Dec. 31, 1954	2689	E. Newton	T. Tremblay	A. Veilleux	J. J. Trottier		2 Brunell Rd. S., Val Albert
WHITE RIVER	Jan. 1, 1959	972	N. Bracci	S. Deluce	R. K. Parent	R. G. Mealey		Box 97, White River

\* Erected to Township, effective Jan. 1, 1964.

\*\* Annexed to Town of Kapuskasing, effective Jan. 1, 1964.



(b) Special Projects

Under conditions imposed by the Ontario Municipal Board in its Orders approving the incurrence of municipal indebtedness, the following municipalities were required to seek the approval of the Department to certain of their administrative procedures and financial affairs:

The Town of Thessalon	-	O.M.B. Order dated April 11, 1961 O.M.B. file, PFE. 4886-60 \$65,000., term 15 years.
The Town of Grimsby	-	O.M.B. Order dated May 11, 1962, O.M.B. file, E9411-62 \$78,420.26, term 4 years.
The Township of Mountjoy	-	O.M.B. Order dated May 28, 1962 O.M.B. file, E 9489-62 \$33,000., term 5 years.

The said conditions require the approval by the Department of the annual budget estimates of the municipality and stipulate that during each year no expenditure shall be authorized exceeding the amount of any item in the budget, nor shall any funds estimated in the budget for one purpose be authorized to be used for another purpose without a further approval in any such case by the Department. Such conditions continue in effect during the lifetime of the debentures in each case.

Attention was given to these matters by the Branch during 1963 and the requisite Departmental approvals were given.

On December 31st, 1962, the Township of Matachewan, which had been



under the supervision of the Department since August 21st, 1961, was dissolved by an Order of the Ontario Municipal Board, and became municipally unorganized territory. For the purpose of realizing upon the assets of the former municipality and distributing the proceeds to the persons entitled thereto, the municipal clerk was appointed Trustee. Under the terms of the Order, action taken by the Trustee in this regard is subject to Departmental approval. Liaison with the Trustee and attendant duties continued throughout 1963.

(c) Departmental Approval to Certain Municipal By-Laws, etc.

There are a number of municipal functions to which Departmental approval is required under the authorizing legislation. Examples of functions coming within the scope of this Branch are the acquisition and disposition of land for industrial sites, fees in respect to hawkers and pedlars, the use of reserve funds for any purpose other than that for which the fund was established, the destruction of municipal records, the tax payable to a municipality upon a mine or mineral work under Section 3 of the Mining Tax Act, the power of a township to assess telephone and telegraph companies on the basis of gross receipts as opposed to miles of wires, circuits, etc., and the limits and types of reserves which may be established.

Additional details in respect to certain of these functions are given as follows:

(i) Destruction of Municipal Records

The Municipal Act provides that a municipality or a local board thereof, as defined in The Department of Municipal Affairs Act, shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers without first having obtained the approval of the Department. During 1963 serious consideration was given in the Department to the streamlining of this procedure and to the development of a standard procedure for dealing with the multiplicity and variety of records which are utilized in the various types and groupings of municipalities. The Department's endeavours are continuing but in the meantime municipal by-laws are dealt with on their individual merits and approval given as speedily as possible.

(ii) Industrial Sites

With the assent of the electors qualified to vote on money by-laws or with the approval of the Department, municipalities may pass by-laws for acquiring and expropriating land and for selling or leasing the land for the purpose of sites for the establishment and carrying on of industries and industrial operations and uses incidental thereto. In granting approval the Department must also satisfy itself that the purchase and selling prices conform with fair current market value. In 1963 the Department approved of the following transactions:

<u>Industrial Site Sales</u>	<u>No. of Acres</u>	<u>Price</u>
City of Brantford	6.81	\$ 16,670.00
City of Cornwall	15.	12,000.00
City of Guelph	5.50	12,040.00
City of Hamilton	4.09	31,084.00
City of Kitchener	31.963	99,217.00
City of Kingston	6.42	20,684.00
City of Niagara Falls	.969	1,594.00
City of St. Catharines	3.361	8,833.00
City of Waterloo	13.45	29,645.00
City of Woodstock	<u>14.822</u>	<u>9,832.00</u>
	102.385	\$241,599.00
Town of Burlington	8.937	\$ 54,078.00
Town of Brampton	7.683	47,775.00
Town of Cobourg	4.758	5,000.00
Town of Elmira	4.05	4,935.00
Town of Grimsby	.84	1,000.00
Town of Hespeler	1.59	2,000.00
Town of Kincardine	.50	1,350.00
Town of Lindsay	.82	2,200.00
Town of Newmarket	10.831	49,299.00
Town of Oakville	2.096	8,400.00
Town of Orangeville	26.	34,700.00
Town of Richmond Hill	<u>8.418</u>	<u>27,396.00</u>
	76.523	\$238,133.00

<u>Industrial Site Sales</u>	<u>No. of Acres</u>	<u>Price</u>
Totals brought forward:		
Cities	102.385	\$241,599.00
Towns	76.523	238,133.00
Township of Pickering	35.13	102,590.00
Township of Sandwich West	17.062	77,712.00
Township of Scarborough	4.504	56,252.00
Township of Toronto	<u>31.195</u>	<u>290,349.00</u>
	87.891	\$526,903.00
Total Approved Sales - 1963	<u>266.799</u>	<u>\$1,006,635.00</u>
<u>Industrial Site Purchases</u>	<u>No. of Acres</u>	<u>Price</u>
City of Kingston	6.39	\$ 20,448.00
City of Waterloo	44.62	78,085.00
Town of Cobourg	11.44	1.00
Town of Goderich	158.	44,000.00
Town of Hawkesbury	20.113	14,000.00
Town of Orangeville	125.	52,000.00
Town of Preston	22.616	10,000.00
Town of Whitby	94.9	85,000.00
Township of Vaughan	<u>71.407</u>	<u>214,221.00</u>
Total Approved Purchases - 1963	<u>454.486</u>	<u>\$ 517,854.00</u>

(iii) Taxes on Mines or Mineral Works

Under the provisions of The Assessment Act, certain of the buildings, plant and machinery, etc., of a mine are not assessable. However, a municipality or school board may levy taxes on the basis of mines profits within the limits specified in the pertinent legislation. In order that this revenue may be included in the annual estimates of a municipality or school board the estimates must be examined and approved by the Department.

During 1963 the estimates of the following school boards were examined and approved:

Red Lake High School District

U.S.S. No. 1 Baird and Heyson

Public School Section No. 1, Township of Deloro

Public School Section No. 2, Spragge

Township School Area of the Townships of Haultain, Milner and Nicol.

(iv) Powers of Townships to assess Telephone and Telegraph

Companies on Gross Receipt Basis

Under the Assessment Act the assessment of the installations of telegraph and telephone companies in a township is based upon a return made to the municipal assessment commissioner or clerk by the companies involved, which return sets forth the length in miles of "primary" and "secondary" circuits. However, where the density



of population warrants it, a township may pass by-laws with the approval of the Department to define areas and declare them to be police villages for the purpose of assessing on the basis of the gross receipts of the telephone or telegraph company. Several such by-laws were approved by the Branch during 1963.

(d) Designated Mining Municipalities

A municipality may be designated a mining municipality by the Minister and upon designation becomes entitled to certain payments which are dependent upon the terms and conditions of prescribed regulations being fulfilled. For example, mining municipalities require the approval of the Department to:

- (a) the estimates of the municipality and its local boards;
- (b) the amounts to be provided for and included in the estimates, whether to be provided by taxation or otherwise;
- (c) the imposition, rating and levying of all rates, assessments and taxation upon any or all of the rateable property within the municipality;
- (d) the rates, rents and charges imposed, levied or collectable for supply or service of any public utility;
- (e) the imposition and charging of all licences, permits, or other fees, charges and expenses; and
- (f) the sale or other disposition of any assets.

Careful attention is given to these matters. Considerable time is required in respect to the approval of the annual budgets of the

municipalities and of their local boards and to the calculation of the mining revenue payment for each municipality.

Where practical, and in order to facilitate the requisite approvals, administration personnel plan and carry out visits at the appropriate time each year to as many designated mining municipalities as possible. The majority of these municipalities were visited at least once during 1963.

The following is a list of the 59 designated mining municipalities and the mining revenue payments made to them in the past six years.

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES

	<u>1958</u>	<u>1958</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
(a) City of Sudbury	227,600.00	300,600.00	1,377,994.76	1,622,889.76	1,651,362.89	1,902,843.56
(b) Towns of:						
Blind River	20,000.00	20,000.00	20,000.00	20,000.00	16,000.00	16,000.00
Caledonia	1,600.00	1,755.00	2,430.00	2,070.00	2,070.00	2,250.00
Capreol	2,960.00	3,330.00	3,510.00	5,805.00	5,940.00	5,940.00
Chelmsford	12,840.00	12,840.00	12,840.00	12,840.00	13,275.00	13,275.00
Cobalt	12,618.69	12,618.69	12,618.69	12,618.69	12,618.69	12,618.69
Geraldton	10,840.00	11,070.00	11,475.00	14,490.00	15,615.00	15,615.00
Goderich				10,782.56	39,932.85	39,932.85
Haileybury	3,920.00	3,920.00	3,920.00	2,610.00	3,015.00	2,880.00
Levack	102,234.32	129,287.16	150,504.00	156,375.00	161,833.00	177,180.65
Matheson	2,800.00	3,600.00	3,600.00	3,600.00	3,870.00	4,005.00
Ojibway	25,167.14	25,167.14	22,491.31	25,860.20	31,557.75	40,725.16
Timmins	200,210.37	215,148.24	224,610.61	245,060.46	246,894.41	266,425.63

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
(c) Villages of:						
Bancroft	7,880.00	9,270.00	9,270.00	9,270.00	9,270.00	9,270.00
Hagersville	1,520.00	1,800.00	1,890.00	1,890.00	1,890.00	1,890.00
Madoc	-	-	-	-	1,260.00	1,260.00
Marmora	4,480.00	5,220.00	5,220.00	5,220.00	4,815.00	4,860.00
(d) Townships of:						
Atikokan	223,077.73	223,077.73	262,440.19	312,458.75	336,312.26	377,574.95
Balfour	8,000.00	8,550.00	8,865.00	10,125.00	11,250.00	11,250.00
Belmont & Methuen	10,752.27	10,752.27	10,752.27	12,153.18	12,153.18	15,907.35
Black River	15,724.00	15,724.00	15,724.00	15,724.00	16,322.35	18,403.20
Blezard	12,988.88	17,342.18	20,593.00	22,213.00	24,450.00	25,290.00
Bucke	9,139.39	9,139.39	9,139.39	9,139.39	9,139.39	9,139.39
Capreol	4,880.00	7,245.00	7,245.00	7,290.00	8,730.00	9,360.00
Cardiff	11,760.00	11,760.00	11,760.00	1,170.00	1,170.00	990.00
Casimir, Jennings & Appleby	-	-	2,970.00	3,105.00	3,105.00	3,195.00
Coleman	15,802.24	15,802.24	15,802.24	18,341.30	22,283.96	27,627.51

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
Townships (Cont'd.)						
Dowling	11,520.00	11,520.00	11,520.00	11,520.00	11,115.00	12,195.00
Drury, Denison and Graham	9,906.22	9,906.22	9,906.00	18,408.00	13,172.00	13,172.00
Dungannon	-	-	-	-	2,025.00	2,025.00
Falconbridge	44,876.58	44,876.58	53,368.00	58,131.00	60,846.00	68,290.73
Faraday	9,035.28	8,985.94	14,298.70	17,767.32	20,038.90	26,868.90
Hagar	1,080.00	2,970.00	3,240.00	3,240.00	3,240.00	3,240.00
Hammer	7,120.00	9,900.00	11,610.00	14,985.00	20,070.00	22,140.00
Larder Lake	14,440.00	18,045.00	18,135.00	18,135.00	18,135.00	18,135.00
Marmora and Lake	6,605.23	6,249.44	15,254.65	15,995.64	15,995.64	20,434.99
McGarry	-	-	-	-	92,637.50	92,464.78
Matatchewan	10,100.78	8,080.62	6,060.47	6,060.46	-	-
Michipicoten	91,059.88	95,605.28	101,567.67	108,157.16	120,089.64	125,181.83
Mount Joy	5,190.18	6,642.20	6,930.00	7,290.00	8,631.36	8,840.45
McKim	276,361.20	276,361.20	276,361.20	- (Part of Sudbury)		
Neelon and Garson	165,594.75	168,043.41	128,627.00	151,912.00	148,745.87	175,693.99



PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (cont'd.)

	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
Townships (Cont'd.)						
Oneida	4,961.99	5,491.48	7,959.08	8,569.74	8,569.74	9,100.50
Playfair	1,720.00	1,980.00	1,980.00	1,980.00	2,115.00	2,205.00
Ratter & Dunnet	-	-	-	2,520.00	2,385.00	2,430.00
Rayside	10,240.00	20,205.00	22,185.00	27,045.00	29,295.00	30,510.00
Red Lake	12,720.00	13,545.00	14,310.00	15,075.00	17,055.00	17,775.00
Ross	13,410.14	13,410.14	13,831.99	18,306.65	20,085.66	31,902.13
Seneca	2,672.00	2,744.62	3,883.44	4,564.45	4,958.89	6,969.47
Teck	256,504.08	273,579.98	273,579.98	266,353.28	273,579.98	273,579.98
Tisdale	219,466.56	231,873.26	271,578.02	281,367.00	281,367.00	281,367.00
Waters	5,960.00	16,604.23	19,183.00	21,205.00	22,531.00	29,678.93
Whitney	44,122.63	45,561.80	45,561.80	48,748.18	50,879.34	52,324.93
Improvement Districts:						
Balmertown	55,542.61	53,108.11	49,023.00	49,373.00	65,786.62	73,635.95
Beardmore	11,887.47	10,902.91	10,902.91	11,939.29	14,879.16	15,503.05
Bicroft	55,128.92	55,128.92	67,921.82	77,774.50	66,405.00	72,266.48
Cardiff	(See Townships)	-	-	-	-	-

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (Cont'd.)

	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
Improvement Districts (Continued)						
Elliot Lake	150,108.67	547,703.04	1,081,202.43	1,138,824.45	1,151,520.92	1,106,683.10
Gauthier	5,640.00	6,528.92	6,329.35	7,650.30	8,089.80	8,751.05
Manitouwadge	44,067.84	56,518.56	81,236.00	162,483.00	203,607.50	203,607.50
McGarry	89,165.91	89,165.91	85,248.83	90,635.93	(See Townships)	-
Onaping	37,798.95	54,456.04	62,668.00	65,996.00	77,543.00	81,295.88
Renable	5,430.30	5,586.13	5,375.43	4,495.86	4,410.00	5,485.33
	<u>\$2,628,233.20</u>	<u>\$3,245,758.98</u>	<u>\$4,732,143.03</u>	<u>\$5,299,609.50</u>	<u>\$5,505,941.25</u>	<u>\$5,909,462.89</u>



(e) Municipal Investigations

As a result of petitions received by the Department from municipal ratepayers' organizations, two investigations of a preliminary fact-finding nature were carried out during the year. The municipalities involved were the Townships of Capreol and Cumberland.

The investigations were authorized pursuant to Section 20 of The Department of Municipal Affairs Act and were carried out by representatives of the Municipal Accounting and Auditing and the Municipal Organization and Administration Branches of the Department. In neither case was evidence found of fraud or malfeasance in the conduct of the affairs of the township nor was the direction of a provincial-municipal audit considered warranted. However, detailed suggestions and recommendations for the improvement of administrative efficiency and the maintenance of financial records were made verbally, and in report form, to the councils and officials of each of the municipalities and to the ratepayers' organizations. The advice and guidance of the Department's Branches have been offered.

Also, as a result of a request expressed by resolution of the council of the United Townships of Casimir, Jennings and Appleby, a provincial municipal audit, pursuant to Section 17 of The Department of Municipal Affairs Act, was conducted into the financial affairs of the Township by representatives of the Municipal Accounting and Auditing and the Municipal Organization and

Administration Branches of the Department.

As in the instances of the Townships of Capreol and Cumberland, no evidence was found of fraud or malfeasance in the conduct of the affairs of the Township. Detailed suggestions and recommendations for the improvement of administrative efficiency and the maintenance of financial records were made in report form to council. The advice and guidance of the Department's Branches have been offered.

(f) Registration of Land for Arrears of Taxes

In accordance with the provisions of Part II of The Department of Municipal Affairs Act, the Minister may order that the Tax Arrears Procedure, as set forth in Part III, shall apply to any municipality and that the Tax Sale Procedure of The Assessment Act, The Public Schools Act and The Secondary Schools and Board of Education Act shall not apply. This is not usually done unless it has been requested by a county council or by the majority of the municipalities within a county or territorial district.

The Order is made to apply to all municipalities and school boards within the county or district although exceptions have been made in instances where considered warranted. All phases of the procedure are subject to the approval of the Department.

The procedure is described in detail in a printed set of instructions entitled - "Instructions re Registration of Tax Arrears





TAX ARREARS APPROVALS FOR 1963

	Application Form T.R.6	Certificates T.R.1	Redemption Certificates	Vacating Certificates	Vesting Sales Prop T.R.13	Appli- cations	By-laws	Deeds	Property Sale Agreements	Total
County of Bruce	9	9	9	2		14	16	16	1	76
County of Dufferin	15	15	17			2	2	2		53
County of Elgin	18	18	5			2	3	1		47
County of Haliburton	30	30	2	1	13	2	3	3		84
County of Halton	93	93	8	1		1	1			197
County of Lanark	37	37	15	4		21	21	21		156
Counties of Northumberland and Durham	50	50	15	4		4	4	4		131
Counties of Stormont, Dundas and Glengarry	11	11	3			12	11	10		58
County of Wellington	17	17								34
County of York (Excluding some municipalities in the Metro- politan Toronto Area)	69	69	20	6		7	7	7		185
District of Cochrane	136	136	33	31	140	49	47	46		618
District of Muskoka	172	172	31	19	9	9	10	10		432
District of Nipissing	74	74	15	9	22	17	23	22	1	257
District of Parry Sound	67	67	10	13	28	40	27	44		296
District of Rainy River	183	183	80	5	60	47	49	47		654
District of Sudbury	74	74	20	11	31	13	24	21	1	269
District of Temiskaming	171	171	25	13	106	47	55	49		637
Supervised & Formerly Supervised Municipalities	128 <u>1354</u>	128 <u>1354</u>	114 <u>422</u>	15 <u>134</u>	21 <u>430</u>	138 <u>425</u>	125 <u>428</u>	139 <u>442</u>	<u>3</u>	808 <u>4992</u>

Certificate and Disposal of Property so Acquired" - which is issued by the Department to these municipalities.

As soon as possible after an Order is made by the Minister, arrangements are made by the Branch to hold a meeting with the municipal officials at a convenient place in the area affected to explain the procedure in detail and to answer questions. Branch representatives are also available to attend county or local council meetings to explain all or any part of this procedure whether or not it is finally adopted. The Branch affords continued advice and assistance in the practical application of the procedure and the use of the various forms as the need arises.

During 1963 the following Orders were made;

The County of Oxford - all municipalities with the exception of the City of Woodstock and the Separated Town of Ingersoll - effective date, January 1st, 1964.

The United Counties of Prescott and Russell - all municipalities - effective date, January 1st, 1964.

The County of Wellington - all municipalities with the exception of the City of Guelph - effective date, April 1st, 1963.

Including the above, Orders covering 13 counties and 7 territorial districts have been issued to date. The following is a summary of various forms approved by the Branch in 1963 under this procedure:

(g) General and Administrative Assistance to Municipalities

As the Department is entrusted with the administration of most of the Provincial Statutes relating to municipal affairs, virtually every phase of municipal administration is referred to the Department from time to time with accompanying request for advice and assistance. Such requests are received from various sources including elected and appointed municipal officials, ratepayers' groups, individual ratepayers, service clubs, chambers of commerce, and other Departments of the Government.

In addition to dealing with such requests, the Assistant Deputy Minister, the Director and the Branch staff received, during 1963, numerous delegations from municipal organizations and associations, representatives from foreign countries who desired to be informed as to our methods of local government, and also representatives from councils, boards and commissions, Members of Parliament and private citizens seeking general information or answers to specific municipal problems.

The proper framing of municipal by-laws is important and is, in many cases, fairly complex. When requested, and where possible, the Branch assists in this regard. For example, when debentures are required to be issued, requests for assistance may include not only the preparation of the debenture by-laws and their supporting schedules but advice on interest rates, debenture marketing, preparation of supporting municipal statistics, together with advice

and assistance in the printing, proofreading and validation of the debentures.

In addition to normal assistance and advice to municipalities with respect to the preparation of debenture by-laws, the Branch affords advice and assistance, when requested, to municipalities applying to the Ontario Municipal Improvement Corporation for the purchase of their debentures. The Branch supplies the requisite application forms, advises as to the procedure to be followed, and the method of calculation of the debenture repayment schedules. If circumstances warrant, more detailed assistance is given in the actual preparation of these by-laws and the repayment schedules.

During 1963 members of the Branch attended various municipal association meetings and participated to the extent of giving talks, answering questions, and discussing municipal problems generally. Branch representatives do not necessarily confine their visits to those municipalities subject to full or partial supervision. Impromptu visits may be made when a representative is in a particular area, or may result from a specific request by a municipality for advice and assistance. In addition, requests are occasionally received for representatives to visit localities, the residents of which may desire information regarding the procedures to be followed in respect to municipal incorporations. Several such visits were carried out during the year.



(h) Administrative Assistance re School Sections

The administration of Public School Section No. 2 in the Unorganized Township of Lewis by the Provincial School Attendance Officer with the assistance and co-operation of this Branch continued throughout the early part of 1963. This School Section suffered serious financial and administrative difficulties during the years 1959-1961. In November of 1961, at the request of the then School Board, the Section was, by Order of the Minister of Education, placed under the administrative charge of the Provincial School Attendance Officer. With the return of normal financial and administrative conditions local control by a duly elected School Board was restored in April of this year.

In a similar manner and by reason of somewhat similar circumstances the Niobe Lake Public School Section in the Territorial District of Thunder Bay was made subject to administration by the Provincial School Attendance Officer as of June 3, 1963. Again the assistance and co-operation of the Department of Municipal Affairs was requested and a Municipal Administration Supervisor was, in due course, appointed Secretary-Treasurer of the School Section. His duties include the preparation of the annual budget, the extension of the collector's roll and the payment of accounts, and he has been given the necessary authority by the Provincial School Attendance Officer under the applicable legislation to ensure efficient local administration. Reports are made to the Provincial School Attendance

Officer and to the Branch.

(i) Regional Offices

The Municipal Assessment Branch of the Department has, for several years, maintained staff at regional offices throughout the Province. During 1963 a start was made to provide similar services in respect to community planning, auditing and accounting and administration.

Insofar as the Municipal Organization and Administration Branch was concerned, and due primarily to a shortage of trained and experienced personnel, only the one office, at Port Arthur, was staffed.

Late in the year, however, arrangements were under way to provide a representative in Sudbury. It is expected that these arrangements will be completed in early 1964.

The duties of a regional representative of the Branch are similar to those of a Municipal Administration Supervisor in that he is expected to deal with all phases and facets of municipal administration. He is, however, more easily accessible to the municipalities and has the advantage of being in a position to more readily assess the local problems and to discuss same on site.

Since commencing his duties at Port Arthur at the beginning of July, the Supervisor has visited each of the municipalities in the Territorial Districts of Kenora, Rainy River and Thunder Bay at least once, and has had a number of problems referred to him. In addition

to this, he has been in a position to give close personal attention to the affairs of the Niobe Lake Public School Section. (See Administrative Assistance re School Sections.)

Regular reports of duties performed and problems encountered are made to the Branch.

#### MUNICIPAL ORGANIZATION

##### (a) The Municipal Quieting Orders Program

Upon the implementation of the Branch reorganization, the municipal organization section assumed the duties and responsibilities in respect to the municipal quieting orders program. This is a Department program the ultimate object of which is to remove any doubts as to municipal boundaries, status and date of incorporation, and to have such data recorded in the form of a quieting order under The Municipal Corporations Quieting Orders Act. The program consists of four main phases, as follows:

- (1) The assembling of historical and other pertinent data.

This was completed in 1963 for the townships in the counties or united counties respectively of,

Carleton  
Frontenac  
Haldimand  
Hastings  
Lanark  
Leeds and Grenville  
Lennox and Addington  
Prescott and Russell, and  
Stormont, Dundas and Glengarry.

(2) Preparation of township boundary descriptions and maps. The descriptions are prepared by an Ontario Land Surveyor from the original survey notes together with supplementary material held in the Department of Lands and Forests, and are later brought up to date with regard to boundary changes due to annexations, amalgamation, etc. The requisite township maps, upon which the described boundaries are plotted, are prepared and furnished by the Drafting Section of the Community Planning Branch as required. During 1963 boundary descriptions were written for all of the townships in the counties listed above.

(3) Visits to affected municipalities.

Visits were made to all of the municipalities in the County of Haldimand. It has been the practice to work closely with the municipalities in order that no facts, Documents or contributory data might be overlooked.

The visits provide an opportunity for any areas of doubt to be disclosed and discussed and facilitate representation to the Ontario Municipal Board for clarification.

(4) Submission of municipalities' applications, by-laws and supporting material to the Ontario Municipal Board.

(b) General Program

In conjunction with the quieting orders program the municipal organization section performed the following duties:

- (i) A complete revision and up-dating of the Department's publication "Basis of Grants and Subsidies Payable to Municipalities" was undertaken and those Departments responsible for the administration of each of the grants, etc., were consulted. It is expected that publication and distribution will be possible early in 1964.
- (ii) Carried out limited studies of municipal organization generally, including county government, as well as in respect to specified municipalities.
- (iii) Replied to enquiries regarding municipal boundaries and organization. Members also attended ratepayers' meetings for the purpose of discussing municipal organization and incorporation.
- (iv) Drafted and recommended an interim in-service training program for the Branch. Participated in subsequent deliberations by a committee formed within the Department to study the feasibility of a Department-wide in-service training program.
- (v) Assembled and listed information regarding salary and remuneration of elected and appointed municipal officials



as a basis of study and a source of reference and comparison by the municipalities, etc.

#### JOINT BRANCH PROJECTS

As a result of an application being made by the Minister to the Ontario Municipal Board the Improvement District of Val Albert, the areas known as Brunetville and West Riverside, and lands in the immediate neighbourhood were annexed to the Town of Kapuskasing on January 1st, 1964. Members of this Branch participated with the other Branches of the Department, other Departments, and with representatives of the areas involved, in the deliberations, discussions, etc., preceding the issuance of this order.

Material assistance was received from the Community Planning Branch and from the Departments of Lands and Forests and of Highways in the preparation of maps, the drafting of municipal boundary descriptions and the collection of pertinent information and material for use with respect to the municipal corporations quieting orders program.

Assistance was given the Municipal Finance and the Municipal Accounting and Auditing Branches in the administration of the Winter Works Incentive Program and in the collection and collation of municipal grants data.



THE MUNICIPAL ASSESSMENT BRANCH

## MUNICIPAL ASSESSMENT BRANCH

This Branch consists of a main office in Toronto and eight regional offices located at Perth, Peterborough, Toronto, London, Orillia, Sudbury, New Liskeard and Port Arthur, with a total complement of 63 persons.

The regional offices have proved their value since their establishment in 1957. Each office is staffed by a supervisor, three assistants and a stenographer, with the exception of London Office which has four assistants. Such decentralization has had a number of important advantages: (1) Competent persons are available to service well defined areas - they carry the Branch to the people; (2) The total programme is more easily adapted to the needs of the people to be serviced; (3) It tends to reduce travel and other costs encountered in administering the service.

The main functions of the Assessment Branch are:

- (a) To assist municipalities in installing a proper assessment system.
- (b) To develop and maintain a manual of assessment values.
- (c) To advise and assist municipalities in using the manual and relating manual rates and procedures to local conditions.
- (d) To instruct assessors in modern assessment technique and procedure.
- (e) To instruct municipal officials in matters relative to the effect of new or changed assessment legislation.

- (f) To determine assessment equalization factors for all the organized municipalities in Ontario, and the school sections in the territories without municipal organization.
- (g) To make the valuations of the real property held by the government and its Crown agencies, for the payment of grants in lieu of taxes.
- (h) To make equalization reports for the apportionment of the costs of maintaining Homes for the Aged among the municipalities in a Territorial District, it is sometimes necessary to compile reports on the apportionment of capital costs between the district municipalities and the Government of Ontario. This happens where there is an addition to an existing Home, or the construction of a new Home for the Aged.
- (i) To equalize the assessment in designated mining municipalities. This is one of the bases for the making of mining revenue payments.
- (j) To supervise the making of assessments in designated mining municipalities and improvement districts.

In order to facilitate and programme the work of the Branch, the main office functions are sub-divided into four general sections:

(a) Administration

Prepares and maintains the Department's Assessment Manual.

Initiates a programme of in-service training in methods and procedures set out in the manual.



Carries out Sales Ratio Studies.

Maintains files and records of Crown and Hydro-owned property liable for grants in lieu of taxes.

Checks all claims for grant in lieu of tax payments and tax bills on property liable for municipal taxes (Section 34 The Assessment Act).

(b) Co-ordinating Field Services:

Supervises, administers and co-ordinates assessment field work.

Inspects field work and regional offices.

Carries out in-service training of regional office staff and also of municipal assessors.

Checks the computation of equalization factors as submitted from regional offices.

Observes and evaluates field reports from regional offices.

(c) Special Assessment Section:

Carries out an annual examination of, and actively supervises, municipal assessment in designated mining municipalities. Supervises all assessment procedures in improvement districts.

Prepares the equalization factors from mining municipalities and improvement districts.

Recommends on payments to designated mining municipalities under Section 36 of the Assessment Act.

Prepares the assessment equalization reports required under the provisions of the Homes for the Aged Act.

The section supervises a total of 59 mining municipalities and 20 improvement districts.

(d) Assessment Education and Training

Assists in conjunction with the Institute of Local Government of Queen's University and the Institute of Municipal Assessors in preparing a three-year course of study to train Department and Municipal Assessing Officers.

Approves and establishes centers for training Branch and Institute personnel to lecture at study seminars held as part of the course of study.

Acts as liaison between the Department and the Board of Governors of the Institute of Municipal Assessors.

Each of the above sections is headed by a Senior Supervisor who reports to the Branch Director.

ASSISTANCE TO COUNTIES, MUNICIPALITIES AND SCHOOL SECTIONS

The regional offices, under the general direction of the main office, provide the municipal, county and school organizations, and the public of Ontario, with a worthwhile counselling service respecting all aspects of the assessment function.

The following brief summary demonstrates the scope of this service for the period December 1st, 1962 to November 30th, 1963:

(a) Meetings on Assessment Matters

1: With County Councils	9
2: With Committees of County Councils	11
3: With Municipal Councils	35
4: With Committees of Municipal Councils	29
5: With School Trustees	14
6: With Assessors' Groups	85
7: With Other Municipal Organizations	19
8: With Service Clubs (as Rotary, etc.)	10
9: With Other Organizations	22

(b) Advice and Assistance to Assessors and Other Municipal and School Officials

1: On re-assessment Projects (man time)	69 days
2: On Assessment Valuations (man time)	132 days
3: On Other Types of Assessment	
Practice (man time)	103 days

(c) Special Projects - (Not Shown in "B" Above

In-Service Training Course (Technique and Procedures) (man time)	1324 days
Sales Analysis Survey (man time)	105 days

(d) Visitors to Office - (Not Shown in "A" Above

1: Assessors	364
2: Elected Municipal Officials	72
3: Appointed Municipal Officials	123

4: School Section Trustees	5
5: School Section Officials	23
6: Ratepayers	153
7: Others (Officials of Government Departments including School Inspectors etc.)	10

The above summary does not include advice and assistance rendered to the public by telephone and/or letter, of which no tabulated record is maintained.

### MUNICIPAL ASSESSMENT MANUAL

The process of compiling a new Manual of Assessment Values is nearing completion. Members of the staff from the main and regional offices have compiled cost data for a wide range of structures, building materials, labour and service improvements. Consultants who are familiar with all phases of assessment work have been retained to assist in processing the data and evolving assessment systems of merit, designed to improve assessment standards and efficiency in Ontario.

The new Manual will be divided into two main categories; a procedural section and a cost section. The procedural portion will encompass the methods and procedures of -

- (1) Appraising different types of property together with discussions of the general theory of valuation.
  - (a) Cost or Summation Approach (Replacement Cost less depreciation plus land value.)

(b) Market Data or Comparative Approach.

(c) Income or Capitalization Approach.

- (2) Preparing essential property records, tools and procedures necessary in preparing appraisals of different classification of property.
- (3) Preparing Urban and Rural maps, including maps for identification and control of parcel and land indexes.
- (4) Using property records and maps in the field and office.
- (5) Appraising Urban and Rural land.
- (6) Classifying and valuing buildings and other types of improvements such as railroad siding, fencing, etc.,
- (7) Compiling actual building depreciation tables from sales of property. Depreciation tables together with discussions as to their use will be included in the Manual.
- (8) Adjusting and maintaining current property valuation standards.

The Cost section will contain:

- (1) Cost factors (1962-63 base year) used to estimate the replacement cost of -
  - (a) Residential buildings.
  - (b) Commercial and Industrial buildings.
  - (c) Farm buildings.
- (2) General instructions as to the use of tables and supplementary costs contained in the Manual.
- (3) Examples of filled-in forms showing how to cost recorded field data.



- (4) Methods used in estimating depreciation.
- (5) Instructions used for determining the condition of buildings.
- (6) Depreciation tables.
- (7) Specifications and adjustments of the various types of buildings.
- (8) Supplementary costs which can be used to -
  - (a) Modify costs as shown in the cost factor tables for each type of construction.
  - (b) Compute the building cost by valuing each individual component part of the structure.
- (9) Local modifiers.
- (10) Typical photographs of buildings identified by type and class.
- (11) Drawings illustrating the building process.

Draft copies of the Manual were made available to the following organizations for comment and criticism:

Association of Assessing Officers,  
Institute of Municipal Assessors,  
Federation of Agriculture,  
National Home Builders' Association,  
Institute of Local Government, Queen's University,  
Other interested Groups and Individuals.

Each group was given ample opportunity to discuss its findings with officials of the Branch. As a result, a number of changes were incorporated in the Manual which is now receiving final proof reading.

Editing will soon be finalized, at which time the revised proofs will be returned to the printer for production.

#### ASSISTING COUNTY AND MUNICIPAL ASSESSORS

Statistics indicate approximately 5% of the municipalities in Ontario conducted a revaluation of real property for taxation purposes last year.

In municipalities within county organization, the re-assessments were completed under the direction and guidance of the county assessor with considerable assistance from the regional offices in the locality. In the territorial districts, consulting services are made available through the regional offices.

#### APPROVAL OF CERTAIN ASSESSMENT BY-LAWS

Upon the recommendation of the Branch Director, the Minister approved 50 by-laws allowing extension of time for the return of the assessment roll under Section 56 (6) of The Assessment Act, viz., cities 2; towns 12; villages 2; townships 33, and improvement districts 1.

Municipalities wishing to avail themselves of the provisions of Section 56(6) must show reasonable cause - i.e. illness of personnel, conducting a re-assessment, etc.

#### ESTABLISHING A BASIS OF EQUALIZED ASSESSMENT THROUGHOUT THE PROVINCE

Each year all of the 940 municipalities in Ontario are visited by personnel of the regional offices. Also visited are the 401 school sections in the unorganized territories of Northern Ontario.

The local assessment, as declared by the clerk of the municipality in the Clerk's General Return and forwarded annually to the Department, is used as the base in determining the number of spot check assessments to be made. This same information is the basis used by the Branch in deciding the number of spot checks to be taken in each of the areas of residential, commercial, manufacturing and farm assessment.

The overall equalizing factor or ratio of local assessment is arrived at by weighing the individual percentages determined for each classification of property in the same ratio that the total sum of each classification bears to the total assessed value of the municipality. These factors are prepared annually because some municipalities make extensive adjustments yearly, and others may have completed re-assessments during the year. In the past year 54,936 spot checks were used in the organized municipalities and 5,480 in the school sections in unorganized territories.

The Department of Education uses the equalization factors to equalize the assessment of every school district in the Province, thus ensuring more equitable distribution of school grants.

The factors are also used to adjust the Branch's valuations of Government-owned and Crown Agency real property, on which grants in lieu of taxes are paid, to local assessment ratios. Certain other Departments of the government employ equalized assessment as a basis for the payment of grants; i.e. library grants etc.

## COUNTY ASSESSMENT SYSTEMS

There are now two counties operating under the provisions of Section 93a of The Assessment Act. Section 93a provides that a county may appoint a county assessment commissioner who shall have all the powers, duties and privileges of an assessor. The adoption of this system has a number of advantages and benefits;

- (1) The Commissioner will be in charge of one assessment office which will be responsible for making all assessments within the county and will work towards more equitable assessment on a county-wide basis.
- (2) The Commissioner will be in a position to employ competent appraisers to make valuations of real property for assessment purposes throughout the county. In this way, the smaller municipalities will enjoy the many benefits accruing from a sound assessment basis which they otherwise couldn't afford.
- (3) By sharing costs, the county can afford to adopt modern up-to-date procedure and technique including the latest data process equipment. This will allow for not only more soundly based local assessments, but also a higher degree of equalization and a more realistic apportionment of county costs.

In order to encourage the establishment of the office of county assessment commissioner, regulations have been issued under Section 93c of The Assessment Act whereby the Department will make financial assistance available to those counties adopting the system.



In a number of other counties, the county assessor has been appointed the assessor of certain local municipalities within the county. These appointments are made under provisions of Section 93b of The Act and are designed to improve the assessment function within a particular municipality.

#### COMPILING EQUALIZATION REPORTS FOR HOMES FOR THE AGED.

Assessment equalizations were prepared in accordance with the provisions of The Homes for the Aged Act in eight territorial districts. Copies of these reports were issued to the Secretary of each such Home and to the clerk of each municipality within the area served by the Home.

#### PAYMENTS OF GRANTS IN LIEU OF TAXES.

The employees of the various regional offices are responsible for making the valuations of all properties held by the Crown in the right of Ontario or its Agencies which are subject to payment of grants in lieu of taxes.

(a) Valuations were made on 3,520 properties in a total of 622 municipalities under provisions of The Municipal Tax Assistance Act.

(b) Valuations were made on 4,318 properties in a total of 521 municipalities under provision of The Hydro-Electric Power Commission Amendment Act.

(80% of the municipalities in the Province had either (a) or (b) or both.)

Valuations notices for all properties mentioned above are prepared in the main office of the Branch and then forwarded directly to the municipalities concerned. Tax demands, based on the valuation



notices, are returned to the Branch by the municipal treasurer. These demands are checked and forwarded to the proper authority for payment.

#### PAYMENT OF TAXES TO MUNICIPALITIES.

In certain instances, the Departments of the Government of Ontario pay taxes on government-owned property; i.e. general municipal and school taxes on tenant-occupied properties assessed under Section 34 of The Assessment Act and/or local improvement and drainage charges where applicable.

These properties are assessed by the local municipal assessor and appear in the local assessment roll.

In order to make uniform the manner and the making of these payments throughout the government, the Treasury Board, in 1962, authorized the Department of Municipal Affairs to make such payments on behalf of the government Departments. The Branch is, therefore, responsible for checking the valuation appearing on these assessment notices and recommending payment to the Departmental accountant. In 1963, tax notices from a total of 304 municipalities and 30 school sections were processed by the main office of the Assessment Branch.

#### ASSESSMENT OF DESIGNATED MINING MUNICIPALITIES.

There are 59 designated mining municipalities in the Province and all matters of assessment are the responsibility of the Special Assessment Section of the Assessment Branch. It is their responsibility to ensure that common and proper methods of assessment are

maintained in all such municipalities.

All municipalities must be visited each year and assessment procedure checked, and when deemed necessary, instructions for improvements or adjustments are made. This section is also required to determine an equalization factor for each of the designated mining municipalities, which procedure requires the making of spot check assessments sufficient in number and character as to accurately test the local assessment. The equalization factor so determined is also used for payment of provincial grants by other government Departments.

#### ASSESSMENT OF IMPROVEMENT DISTRICTS.

There are 20 improvement district municipalities in Ontario. If the improvement district is also a designated mining municipality, all assessment matters come under the Special Assessment Section. Generally, however, the manner and making of assessments in an improvement district is supervised by the regional office servicing the district or county in which it is located.

#### SPECIAL PROJECTS

A special course was arranged for the summer and fall season to train the staff of the Branch in advanced assessment technique and procedure as set down in the provincial assessment Manual. The following courses of study were held:

July 15th to July 26th inclusive:

Residential Replacement Cost Estimating.

August 6th to August 17th inclusive:

Residential Replacement Cost Estimating.  
(Field Work Training)

September 3rd to September 21st inclusive:

Income Approach to Value  
(2 weeks classroom - 1 week field work)

September 30th to October 11th inclusive:

Appraisal of Rural Properties  
(1 week classroom - 1 week field work)

Qualified instructors from the consulting firm assisting in the preparation of the Department manual and from the Division of Assessment Standards of the State of California, were retained to conduct the courses. The entire course ran through nine 6-day weeks and proved of a very high calibre. The course was also attended by a number of practising assessors nominated by the Association of Assessing Officers and the Institute of Municipal Assessors. The Department has agreed to assist the Institute of Municipal Assessors in the preparation of a revised course of study for the training of municipal assessors. The Department will underwrite the cost of preparing course material considered to be of merit, to assessors; i.e., economics, land economics, the history of local government, urban geography, and appraisal theory. The courses will be written by the Institute of Local Government

of Queen's University and will be delivered through the facilities of the Extension Department of Queen's.

An education committee has been set up with representation from the Assessment Branch, Queen's University and the Institute of Municipal Assessors. This committee is charged with preparing and conducting the course, reporting to the Board of Governors of the Institute. Examining and grading of candidates will be conducted by the University.

One member of the Assessment Education and Training Section of the Branch is temporarily located at Queen's University for the purpose of assisting the Institute of Local Government in preparing the new course.

#### SALES RATIO STUDIES

The Administration Section of the Branch conducted a sales ratio study throughout the Province in 1963 for the purpose of determining ratings for farm land to be included in the rural section of the Manual of Assessment Values. The study was undertaken by persons from the main and regional offices. Sales ratio studies are also employed in determining equalization factors for the municipalities. In the final analysis, values of real estate are affected by the same psychological and economic influences that affect values of other economic goods. Market forces determine the value of real property provided that consideration is given to the following imperfections:

- (a) Supply and demand.
- (b) Slowness of the real estate market.
- (c) The long life of improvements.
- (d) Existence of land in perpetuity.
- (E) That each property is virtually unique.

The imperfections of the real estate market referred to above do not limit the reliability of properly analysed sales ratio studies.



THE MUNICIPAL ACCOUNTING AND FINANCE BRANCHES



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## MUNICIPAL ACCOUNTING BRANCH

### General responsibilities

The Branch prescribes standard classifications of accounts for the municipalities and certain of the local boards thereof and promotes the use by the municipalities of accepted principles of municipal accounting and municipal reporting.

### The annual financial statement and the auditor's report thereon

#### Review by the Branch

A copy of the audited financial statement of each municipality and the local boards thereof, together with the report of the auditor thereon, must be filed annually with the Department. The magnitude of the potential problems and the responsibility associated with a review of these financial statements is evident from the fact that in 1962 the estimated total revenue of the Ontario municipalities and local boards was \$1,800,000,000. The total revenue of the Province of Ontario was approximately \$1,600,000,000. The statements disclose a wide variety in the activities of the municipalities and in the type of service rendered to our local communities and, as a result, the municipalities are faced with many different types of accounting problems.

The review of the financial statements requires qualified persons with considerable knowledge and experience with local government problems.

## Relationship with treasurers and auditors

The following observations result from examination of the 1962 financial statements of the municipalities:

- (i) The staff of the Branch refused to accept for publication the financial statements of 47 municipalities. These statements were returned. The points at issue were thoroughly discussed with either the auditor, the treasurer, or with both officials and all statements were revised to conform to generally accepted principles of municipal accounting.
- (ii) The staff of the Branch carried on a large volume of correspondence with auditors and treasurers concerning accounting problems which were either indicated by the auditor in his report or were disclosed by an examination of the financial statement.
- (iii) The staff of the Branch visited the offices of 29 auditors and 25 treasurers to advise on problems which could not be discussed satisfactorily by correspondence.

### Typical problems encountered

Review of the annual financial statements disclosed that the following are typical accounting problems faced by the municipalities:

- (i) the segregation of revenues and assessments in order to calculate separate mill rates for different classes of assessment, i.e. commercial, residential, public school, and separate school.



- (ii) Rating the cost of specific municipal services such as waste removal, street lighting, police or fire protection provided to a defined area of a municipality.
- (iii) the interpretation and application of the provisions of various statutes of the Province, designed for rating the cost of municipal services such as sewer and water against abutting owners.
- (iv) accounting for funds of police villages and the financial inter-relationship with the municipalities within which the villages are located.
- (v) the administration of those sections of The Assessment Act concerned with the calculation of interest, penalties on taxes, and the transfer of responsibility for the collection of tax arrears to the county, and
- (vi) the problems generally which have resulted from the increasing complexity of accounting inter-relationships of the provincial-municipal and municipal-local board.

#### Publication

The year 1963 was a milestone in municipal reporting in Ontario. Section 223a of The Municipal Act, which requires that the annual financial statement of the municipality and the report of the auditor thereon, be published in a newspaper having general circulation in the municipality, or be mailed or delivered to each ratepayer in the

municipality, became effective.

The Branch wrote to each treasurer to determine the method used to comply with the legislation and to secure suggestions from the treasurers in an attempt to make the legislation as effective as possible.

The survey disclosed that the financial statement and the report of the auditor thereon had been published as follows:

(i) 81 per cent published in a local newspaper, and

(ii) 19 per cent either mailed or delivered to the ratepayers.

The survey also disclosed that the majority of municipalities were in accord with the policy of the Government to require the disclosure of the financial position of the municipality to the ratepayers, and to the public in an effective and direct manner.

#### Relations with other departments

The Branch is consulted regularly by other departments in connection with accounting and reporting problems which have arisen from subsidy programs for which the other departments are directly responsible. For instance, during 1963, at the request of the officials of the Department of Education and to facilitate the development of procedures necessary to administer the new Ontario Foundation Tax Plan, the Branch studied all aspects of the concept of "corporation assessment". As a result, the return on which realty and business assessment is analyzed by the municipalities and reported to the Department was revised extensively - particularly the analysis of the assessment

available to each school board, in order to include a summary of "corporation assessment" which is the vital component of the Ontario Foundation Tax Plan.

### Inquiries and investigations

During the year, the professional staff of the Branch participated in investigations into certain aspects of the financial affairs of five municipalities of the Province.

The situations revealed by these inquiries were for the most part attributable to:

- (i) A lack of knowledge of the elementary principles of municipal accounting on the part of certain municipal officials.
- (ii) The increasing complexity of accounting inter-relationships of the provincial-municipal and municipal-local board, and
- (iii) The great volume of statutes, regulations, and instructions with which the municipal official must be familiar.

The accounting and financial advice offered by members of the Branch was greatly appreciated by the municipal officials concerned and, in the opinion of the Branch, many of the problems encountered could have been prevented had the municipal officials involved communicated with the Branch.

### Municipal auditing

The Branch is charged with the responsibility of administering those sections of the statutes of the Province which provide for an

audit of the accounts of each municipality or local board thereof.

To carry out this responsibility the Branch:

- (i) prescribes, with the assistance of the Institute of Chartered Accountants of Ontario, a minimum standard of audit procedures concerning those accounting practices which are peculiar to municipalities and the local boards thereof,
- (ii) maintains a system designed to licence those engaged in the practice of auditing the accounts of municipalities and the local boards thereof,
- (iii) examines the audited financial statements of municipalities and the local boards thereof, together with the reports of the auditor thereon to determine if the audit has been conducted, and the financial statements prepared, in accordance with the instructions of the Department and generally accepted municipal accounting principles, and
- (iv) maintains a familiarity with recent developments in auditing techniques to ensure that such techniques are employed in the verification of the accounts of municipalities and the local boards thereof.

To maintain the more difficult portions of the accounting records and to prepare the financial statements and the returns required of the municipalities calls for a knowledge of accounting which, in the majority of municipalities, only the auditor possesses, and,



therefore, of necessity he is required to assume this responsibility. It is highly questionable whether the Province would have been able to implement its subsidy and taxation policies with respect to such matters as commercial and residential and farm taxation had highly qualified independent public accountants not been available throughout the Province to advise and assist municipal officials in such matters.

Accordingly, it has been a source of much satisfaction to the Branch that more and more of the municipalities have been able to secure the services of skilled independent public accountants to assume the onerous responsibility of the municipal auditor. In 1963, all cities and 80 per cent of the other municipalities had engaged a chartered accountant or a firm of chartered accountants to assume the responsibility of auditor.

#### MUNICIPAL FINANCE BRANCH

##### General responsibilities

The principal responsibilities of the Municipal Finance Branch of the Department are:

- (i) to analyse the financial position, the effectiveness and adequacy of the revenues, and the nature of the expenditures of the municipalities and the local boards thereof in order to advise the Department, the Ontario Municipal Board and various agencies of the Province concerning all aspects of municipal finance;



- (ii) to effect improvements in municipal financial administration by providing advice to municipal officials; and
- (iii) to collect, analyse and publish municipal financial information for the assistance of the public, government, financial institutions and others.

Because of problems associated with the establishment of the Branch and the assignment of some Branch staff to the Province's administration of the system of loans and forgiveness to municipalities under the Municipal Works Assistance Act, it has been possible to undertake only a few of the many projects contemplated for this Branch. However, it has been possible to initiate some studies in connection with certain aspects of municipal finance and to undertake several research assignments.

#### Pensions for municipal employees

The availability of pension benefits after January 1st, 1963 from the Ontario Municipal Employees Retirement System resulted in a greatly increased activity by the municipalities in the field of pensions and this activity increased the volume and the complexity of the pension problems faced by the Department.

The Finance Branch is responsible for approving, on behalf of the Department, by-laws passed by municipalities for the alteration, amendment or repeal of pension plans established under either The Municipal Act, The Municipality of Metropolitan Toronto Act or private legislation.

So that municipalities which had established pension plans by private legislation would not need to alter, amend or repeal such plans by seeking further private legislation, Section 248c of The Municipal Act was enacted in 1963, This Section granted the municipalities, with the approval of the Department, the authority to discontinue contributions, to terminate the provisions or to transfer the assets of a pension fund to another pension fund, and also the authority to alter, amend, or repeal a pension by-law.

The election of many municipalities and local boards to participate in the Ontario Municipal Employees Retirement System prior to December 31, 1963 presented the Branch with many problems associated with the discontinuance of existing plans, prior service benefits, and the decision to participate in the newly established System. Certain officers of the Branch, in conjunction with the officers of the System and the actuarial and accounting consultants of the System, were associated with the development of necessary methods and procedures for administration of the System.

#### Specific assistance to municipalities

During 1963 the professional staff of the Branch assisted many municipalities, generally through the treasurer, in the solution of a variety of financial problems by rendering such services as:

- (i) giving advice in the preparation and administration of a program of capital works and a capital budget to the Cities of Sarnia and Cornwall, the Towns of Dresden,

- Hespeler and Trenton and the Township of Medora and Wood;
- (ii) making studies into rating principles and practices according to The Municipal Act and The Local Improvement Act in connection with rating water and sewerage facilities in the City of Cornwall and in the Towns of Bracebridge, Georgetown and Huntsville, and holding discussions with the municipal officials concerned;
  - (iii) making an analysis of the capacity of the Townships of Gloucester, Goulbourn, March and the Village of Markham to finance the cost of municipal service to proposed residential subdivisions, and holding discussions with all parties concerned; and
  - (iv) giving advice to the Peterborough High School Board on the adjustment of assets and liabilities as a result of an annexation..

The professional staff of the Branch also acted as advisers to the Ontario Municipal Board, the Ontario Water Resources Commission, and in connection with the realignment of the current debt and the financing of certain capital projects of three municipalities. During 1963 the Branch was required to undertake a study of the many financial implications in establishing a single unit of urban government in the Kapuskasing area, and to recommend the most appropriate methods to rate the cost of the necessary water and sewerage facilities. The results of this study were presented to the Minister,

policy was determined and, subsequently, the position of the Department was presented formally in evidence by an officer of the Department at a hearing of the Ontario Municipal Board.

#### Reports to the public

The Branch prepared the Annual Report of Municipal Statistics for the year 1962 from the audited financial statements of the municipalities as examined by the staff of the Municipal Accounting Branch. The Report contains comprehensive financial data relating to the indebtedness, taxation, revenues and expenditures of each of the 978 municipalities in Ontario and also certain comparisons and trends among the various classes of municipalities. This Report is the major source from which the municipalities, the Provincial agencies and the financial institutions obtain information relating to the finances of municipalities.

The Branch also prepared the Municipal Directory which shows, for each municipality, the name and address of the mayor, reeve or warden, the clerk, the treasurer and certain other appointed officials, together with information relating to population, area and assessment. The publication has a distribution in excess of 7000 copies.

#### Municipal Works Assistance Program

The Minister of Municipal Affairs was assigned the responsibility of advising the Government concerning the position of the Province of Ontario following enactment by the Government of Canada of the Municipal Development and Loan Act. This Act was designed to promote



increased employment by provision of loans and subsidies to municipalities to enable them to augment or accelerate municipal capital works programs.

The Finance Branch participated in preparation for the Federal-Provincial Conference which was held in Ottawa on July 26th and 27th, 1963, and in the studies which led to enactment of the Municipal Works Assistance Act at the Special Session of the Legislature held on October 29th and 30th.

Subsequently:

- (i) The Branch, as agent of the Minister, negotiated with the members of the Municipal Development and Loan Board the form of agreement whereby the Province of Ontario would provide loans and subsidies to the municipalities and, in turn, receive corresponding loans and subsidies from the Government of Canada;
- (ii) prepared a series of letters, pamphlets and a 12-page memorandum designed to inform the municipalities of all aspects of the program; and
- (iii) planned, designed and established the necessary methods, procedures and records to be used in the administration of the program.

Under the terms of the agreement between the Municipal Development and Loan Board and the Government of Ontario, the amount of money available for loan to the municipalities in Ontario is \$137,000,000.



Because the terms and conditions under which loans could be made to the municipalities were not available until the last few weeks of 1963, it is not possible to forecast the response of the municipalities program. However, if the program achieves its purpose, the Department will be required to administer a program of loans which, on the basis of the borrowings made by municipalities during recent years, will provide approximately one quarter of the requirement of the municipalities for capital funds during the next two and a half years.

#### Winter Works Incentive Program

The Municipal Accounting and Finance Branches were responsible for the administration of the Winter Works Incentive Program in Ontario during 1963 on behalf of the Province and, on the basis of an agreement, on behalf of the Government of Canada.

The responsibility involved:

- (i) the maintenance of the necessary liaison with certain officers of the Federal Department of Labour,
- (ii) the preparation of memoranda designed to assist the municipalities and local boards to understand the terms and conditions of the program, and the revision of the various forms required to administer the program,
- (iii) the approval of approximately 1300 applications received from municipalities, assisted by a member of the staff of the Municipal Organization and Administration Branch,
- (iv) the processing of 780 statements of interim claim in the amount of 80 per cent of the entitlement of the municipalities,

1300 statements of final claim, the maintenance of related records, and

(v) the verification of this program throughout Ontario, with the assistance of the field staffs of the Departments of Welfare and Highways, which required a visit by a member of the staff of this Branch to approximately one hundred municipalities.

A brief comparison reveals that Ontario's reimbursement to municipalities of 25 per cent of direct labour costs incurred on approved and accepted projects has increased in excess of three and one-half times since the inception of the program in 1958. The following is a statement of the trend of the program:

Program	Municipalities	Number of Projects	Direct Payroll Costs	Canada Amount	Ontario		Number of Man-days of Work
					Amount	Percentage	
1958-59	186	579	\$ 3,990	\$ 1,955	\$ 945	100%	310
1959-60	187	670	4,890	2,445	1,175	124%	383
1960-61	333	1403	10,750	5,375	2,575	272%	743
1961-62	325	1270	11,050	5,520	2,660	281%	706
1962-63	300	1265	13,750	6,875	3,440	364%	764 (1)

(1) estimated

#### Centennial Grants Program

The Municipal Finance Branch was assigned the responsibility of administering the payment and verification aspects of the Centennial

## Grants Program in Ontario.

This program was introduced in 1963 to encourage municipalities to carry out local projects of a lasting nature to mark the Centennial of Confederation in Canada. Grants are to be paid to municipalities under The National Centennial Act (Canada) and The Confederation Centennial Act (Ontario) in an amount of 66 2/3 per cent of the cost of a project, subject to a limitation of \$2 per capita.

Several senior members of the Branch participated in discussions concerning the introduction of the Program, assisted in the preparation of a memorandum designed to enable municipalities to understand the terms and conditions of the program and drafted application and claim forms for the use of both the Provincial and Federal Governments.

## Organization of the Municipal Accounting and Finance Branches

The reorganization within the Municipal Accounting Branch and the establishment of the Municipal Finance Branch required a considerable amount of time during 1963.

Moreover, a considerable amount of effort was devoted to an attempt to fill the newly authorized accounting positions and three vacancies which arose through resignations.

As a result of these efforts, the Branches were successful in recruiting a number of members of the Institute of Municipal Treasurers and Accountants with municipal accounting and finance experience ranging from 8 to 24 years, and a number of chartered accountants and other persons with formal qualifications and experience in the

field of municipal finance.

The complement of the Municipal Accounting and Finance Branches will be filled during the first few months of 1964.

Since the Department was assigned the responsibility of administering the system of loans and subsidies under the Municipal Works Assistance Program, it became necessary to undertake a reappraisal of the methods used in the Department to administer the shared-cost and subsidy program assigned to it.

As a result of this examination and to provide the maximum assistance and service to the municipalities, an application was made by the Minister to the Treasury Board:

- (i) to establish a Municipal Subsidies Branch,
- (ii) to transfer from other Branches to the Municipal Subsidies Branch responsibility for administration of the Municipal Works Assistance Program, the Winter Works Incentive Program, the Centennial Grants Program, and the various subsidies which are administered by the Department.





COMMUNITY PLANNING BRANCH



## HIGHLIGHTS OF COMMUNITY PLANNING BRANCH ACTIVITIES - 1963

Implementation of reorganization plans established in 1962.

- location of 2 District Planning Advisers in Sudbury and Port Arthur offices of Department.
- appointment of 2 Division Heads to direct Administration Division and Extension and Field Services Division.
- establishment of Research and Special Studies Division.
- recruitment of 5 technical staff - loss of 6.

Designation of 4 joint planning areas and 6 single independent or subsidiary planning boards.

Examination of 1147 zoning by-laws and 3186 committee of adjustment decisions.

Received 538 plans of subdivision for approval and processed 333 consents to sever parcels.

Processed 7 new official plans and 211 admendments.

Prepared 4 Ministers Orders under Section 27 of The Planning Act.

Designated 4 redevelopment areas and participated in active redevelopment projects in 11 municipalities.

Sponsored two planning conferences.

Conducted major studies of Kitchener-Waterloo, London, Kapuskasing, Hamilton-Toronto-Oshawa, Niagara areas.

Held approximately 1,000 meetings with municipal councils, planning boards, consultants and municipal officials.

For ease of reporting and interpretation, the activities of the Branch in 1963 have been divided into the three main responsibilities of the Branch;

1. Administration of The Planning Act and certain provisions of The Municipal Act.
2. Stimulation of sound community planning practices and
3. Undertaking of special planning studies and research.

1. Administration

The volume of administrative approvals and advisory comments has been, in the main, consistent with the past several years except in the instance of zoning by-laws and committee of adjustment decisions where a substantial increase is evident.

While, with the exceptions noted above, the number of applications submitted to the Branch has remained reasonably constant over several years, it is most important that it be recognized that numbers alone are not good indicators of the work involved in processing the application. For instance, in examining current statistics relating to official plans and comparing these statistics to previous years it must be understood that (a) plans being submitted today are much more complex than those submitted, say, in 1958; (b) representatives of the Branch are now involved, much more than in earlier periods, in preliminary discussions on drafts before formal submission to the Minister and (c) agencies whose advice has continually been sought in dealing with applications have deve-

loped a greater awareness of the implications of official plans in their own operations and are involving themselves much more intensively than formerly in the consideration of these applications.

These comments on the changing character of official plans, with the resulting implications for increasing Branch work-load per applications, are equally applicable to many of the other types of applications dealt with in the Branch.

In a situation such as ours, where the number of staff available to carry out the increased load of work has remained relatively constant, extreme actions have had to be taken to prevent the processing time per application from increasing. As we all know an increase in processing time (irrespective of the value secured in many cases) is resisted by applicants. The steps taken in 1963 to handle the increasing work-load, without losing quality of decisions, have included transfers of staff from one operation to another, transfer of as much routine administrative work as possible from technical to clerical staff, reorganization of several sections into regional units, consolidation of related operations, extensive use of District Planning Advisers and increased overtime worked.

Considerable time and energy was devoted this year to the recruitment of new staff. While 5 new technical staff appointments were made (primarily at a planner trainee level) we lost, during the same period, 6 highly trained staff, to private and public planning agencies. This "gain of inexperienced planning staff and loss of



trained staff" situation is characteristic of the past 4 years when we have lost approximately 25 technical staff to Ontario municipalities, planning consultants, and other provinces. It is not expected that our difficulty of recruiting and holding staff will decrease appreciably in the near future as the demand for experienced planning staff in Ontario, and the rest of Canada, will continue to exceed the supply. This fact of life regarding staff necessitates that our efforts to simplify procedures, divest ourselves of relatively unimportant tasks, transfer responsibilities, accelerate training programmes for new staff etc., be intensified in the coming year.

Perhaps the most outstanding feature of Branch reorganization realized this year was the appointment and location in the field of two District Planning Advisers at Sudbury and Port Arthur. While primarily designed to perform the role of providing advice on planning matters to municipalities in the north-eastern and north-western parts of the Province, their appointment has already proven of significant value to the Branch in dealing with applications submitted to the Branch for approval.

(a) Designation of Planning Areas

The following 10 new planning areas were defined by the Minister in 1963:

Ridgetown Planning Area (S.I.)  
Clarke Planning Area (S.I.)  
East Bruce Planning Area (J)  
Central Simcoe Planning Area (J)  
Crystal Beach Planning Area (S.I.)  
Wellesley Township Planning Area (S.I.)  
Township of Hanmer Planning Area (S)  
Ellice Planning Area (S)  
Parry Sound and District Planning Area (J)  
Bothwell and Zone Planning Area (J)

This was the smallest number of new planning areas defined in any one year since The Planning Act was first passed, with the exception of 1952 when only 9 new planning areas were defined. The Clarke-Newcastle Planning Area was dissolved during the year. Of the 10 new planning areas, 4 contained more than one municipality, 4 contained a single municipality and 2 were subsidiary planning areas within existing joint planning areas. At the end of 1963 there were 163 single independent planning areas (containing one municipality each - S.I.), 134 subsidiary planning areas (containing one municipality each but located within a joint planning area - S) and 79 joint planning areas (J), for a total of 376 planning areas in the Province.

While The Planning Act requires that a planning board be established in each planning area that is defined, it is known that there are a

number of planning areas in which there is no active planning board at this time.

In some cases there are planning boards whose activities fall far short of the responsibilities defined in Section 10 of The Planning Act. In this group we find boards whose function appears to be simply the giving of consents under Section 26 of the Act, often without the planning board having undertaken even the most fundamental planning studies as a basis for determining whether these consents should or should not be given.

The fixing of responsibility for this extremely narrow approach to the function of a planning board is not easy. In large part, this situation seems to stem from the failure of some municipal councils to provide the moral and financial support necessary to permit the planning board to secure competent staff and to carry out planning studies. There are also instances where a planning board has been established before there was an adequate understanding by the council of the functions to be performed by the planning board and of the relationship of the board to the council. This seems to have led to the fear on the part of some councils that the planning board is a competitor, rather than an adviser, and to the attitude that the less the nourishment, the less the competition. This situation is serious for a number of reasons, including the point that actions are carried out in the name of community planning that are in fact the antithesis of community planning.

A significant part of our extension programme has been directed towards these municipalities. In addition to our role of assisting existing boards to recognize their roles, and to prepare and implement their planning programme we have, this year, placed a greater emphasis than previously on the necessity of having the municipal council fully understand its responsibility with regard to the planning function before the planning area is defined. It is our hope that these steps will reduce the possibility of more planning areas being defined where the prospect of successful operation in the near future is very small.

The above statements are not meant to imply that all boards are failing to carry out their responsibilities for many boards are doing exceptionally good jobs in defining development problems and recommending municipal policies to overcome existing problems and provide sound foundations for anticipated growth and change. The number of active, dynamic boards is increasing. One illustration of this increase is the movement of more and more municipalities to the acquirement of professionally qualified planning staff to support their lay planning boards. Our records indicate that 4 municipalities secured permanent staff in 1963, bringing the number of municipalities having staff to 40. Ontario counties have begun to show serious interest in the prospect of the counties being defined as planning areas. There is definite interest on the part of 14 counties, with several being very close to the action stage. It is possible



that the establishment of joint planning areas covering counties, or other major combinations of local municipalities, may obviate the need for planning boards in some of the smaller municipalities in the Province.

(b) Official Plans

Official plans submitted for approval this year continue the trend of the past 3 or 4 years towards greater comprehensiveness of community development policy. This substantial improvement in the quality of official plans seems in part due to a greater understanding by municipalities of the official plan as a carrier of municipal policy, and the fact that most plans are now being prepared with the assistance of professional planning staffs and consultants. While the number of official plans approved has fallen to 7 in 1963 (13 in 1962), with the number of amendments processed remaining constant at 210, the number of plans and amendments submitted to the Branch in draft for preliminary review and comment has risen very rapidly. While this means an increase in the work associated with a particular application (draft plus final) it is felt that this practice, which we have supported, has resulted in higher quality applications. This increase in requests for comments on drafts is, we believe, a reflection of an improvement in the liaison between the staff of this Branch and professional planners on the staff of local planning boards or engaged as consultants by local boards. This is a very encouraging development and augurs well for continued



improvement in the quality of official plans in the future.

(c) Subdivision Plans

There were 538 applications for the approval of new plans of subdivision received during 1963, up slightly from 531 in 1962. The number of plans draft approved, or not recommended for approval, was 525 in 1963 as compared to 520 in 1962.

The number of final plans approved dropped substantially from 570 in 1962 to 484 this year.

Under certain circumstances, land that is under subdivision control may be subdivided with the consent of a designated planning board or of the Minister of Municipal Affairs where there is no planning board, without the requirement of registering a plan of subdivision. During 1963, this Minister gave his consent to 315 land transactions under this provision, an increase of 20% over the 1962 figure.

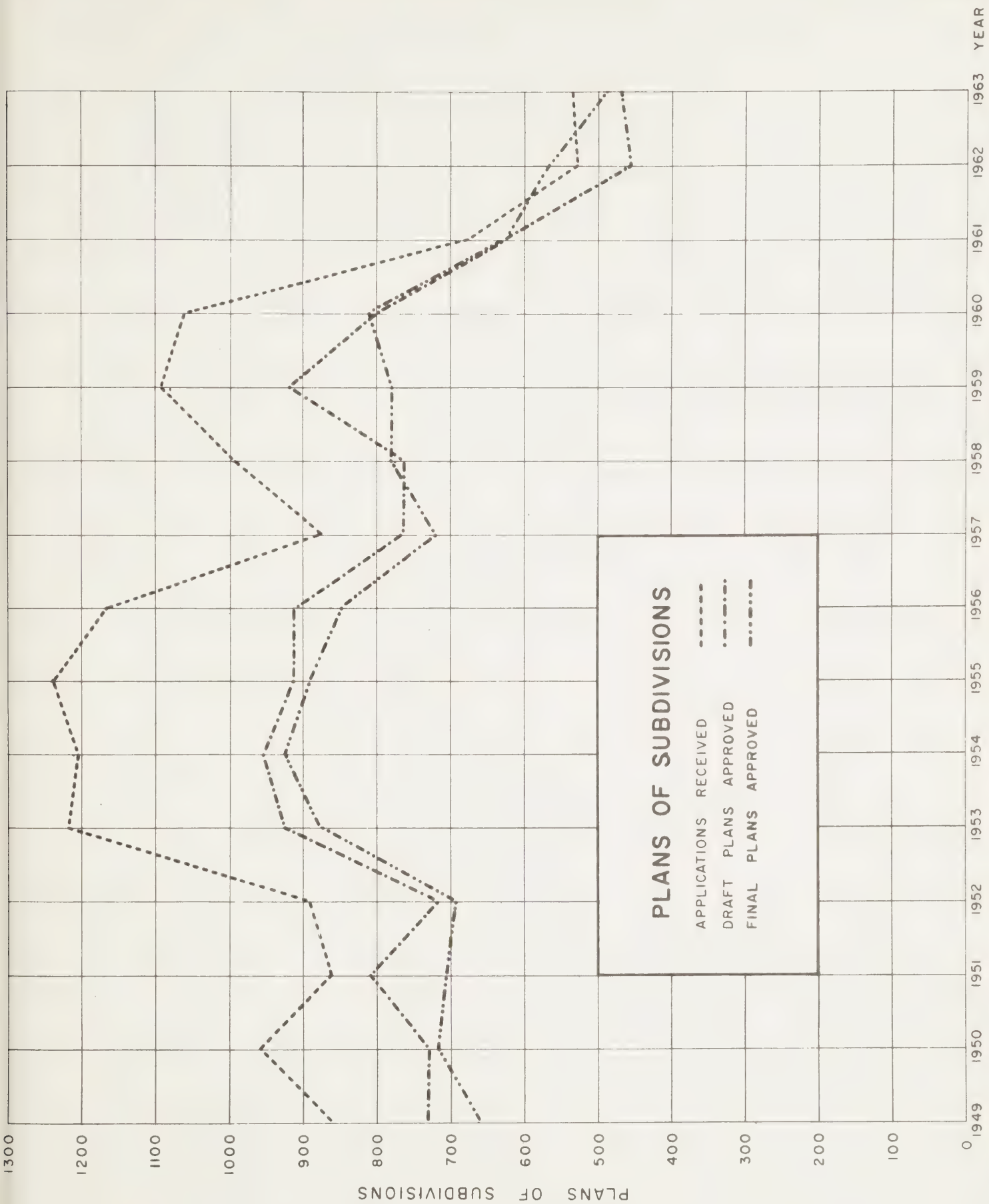
In examining the number of plans approved it must be recognized that these figures cannot be used to measure the amount of land (or number of building lots) being placed on the market. While no records are yet available, it would appear that large number of lots are being created by metes and bounds descriptions, some of which are subject to consent of local planning boards, and by description reference plans.

Under Section 28 of The Planning Act, the Minister may require that up to 5% of the land in a plan of subdivision be conveyed to a

to a municipality for park or other public purposes. Under certain circumstance, a cash payment can be substituted for the conveyance of land and in other circumstances municipalities may sell the land they have acquired under these provisions. The proceeds of both types of transactions can be used only to acquire alternative land for public purposes, and all three types of transactions require the Minister's approval.

In 1963, the number of applications for approval were substantially higher than the figures for 1962, and the amounts of money involved were also greater, as will be seen from the following table:

<u>Cash in lieu</u>	<u>Jan. 1st to Dec. 31st, 1963</u>	<u>Jan. 1st to Dec. 31st 1962</u>
Applications received	92	55
Applications approved	76	51
Amount approved	\$282,341	\$258,434
<u>Sales of 5% land</u>	<u>Jan. 1st to Dec. 31st, 1963</u>	<u>Jan. 1st to Dec. 31st, 1962</u>
Applications received	123	98
Applications approved	109	67
Amount approved	\$454,457	\$397,518
<u>Purchases of land using 5% funds</u>		
Applications received	44	38
Applications approved	44	41
Amount approved	\$920,126	\$695,801





The annual statistics of municipal revenue and expenditure under the five-percent provision of The Planning Act do not reflect accurately the total value of land involved in transactions that have taken place under these provisions in each year. Occasionally municipalities exchange land obtained under these provisions for other land of equal value. While such transactions are counted as sales and purchases for statistical purposes, the money value usually does not appear in the totals for the year concerned. Where there is a difference in the values of the properties concerned, it is only this difference that is included in the revenue or expenditure columns for the year. Also, municipalities have sold land at a nominal value to conservation authorities for park purposes on a few occasions, the annual figures for the year including only this nominal payment and not the market value of the land involved.

(d) Zoning

At the request of the Ontario Municipal Board, the Community Planning Branch reviews and comments upon Zoning by-laws and amendments to zoning by-laws that are submitted to the Board for approval. The total number of new by-laws and amending by-laws reviewed during 1963 was 1083, compared with 1021 in 1962. The annual average for the past 8 years is 803.

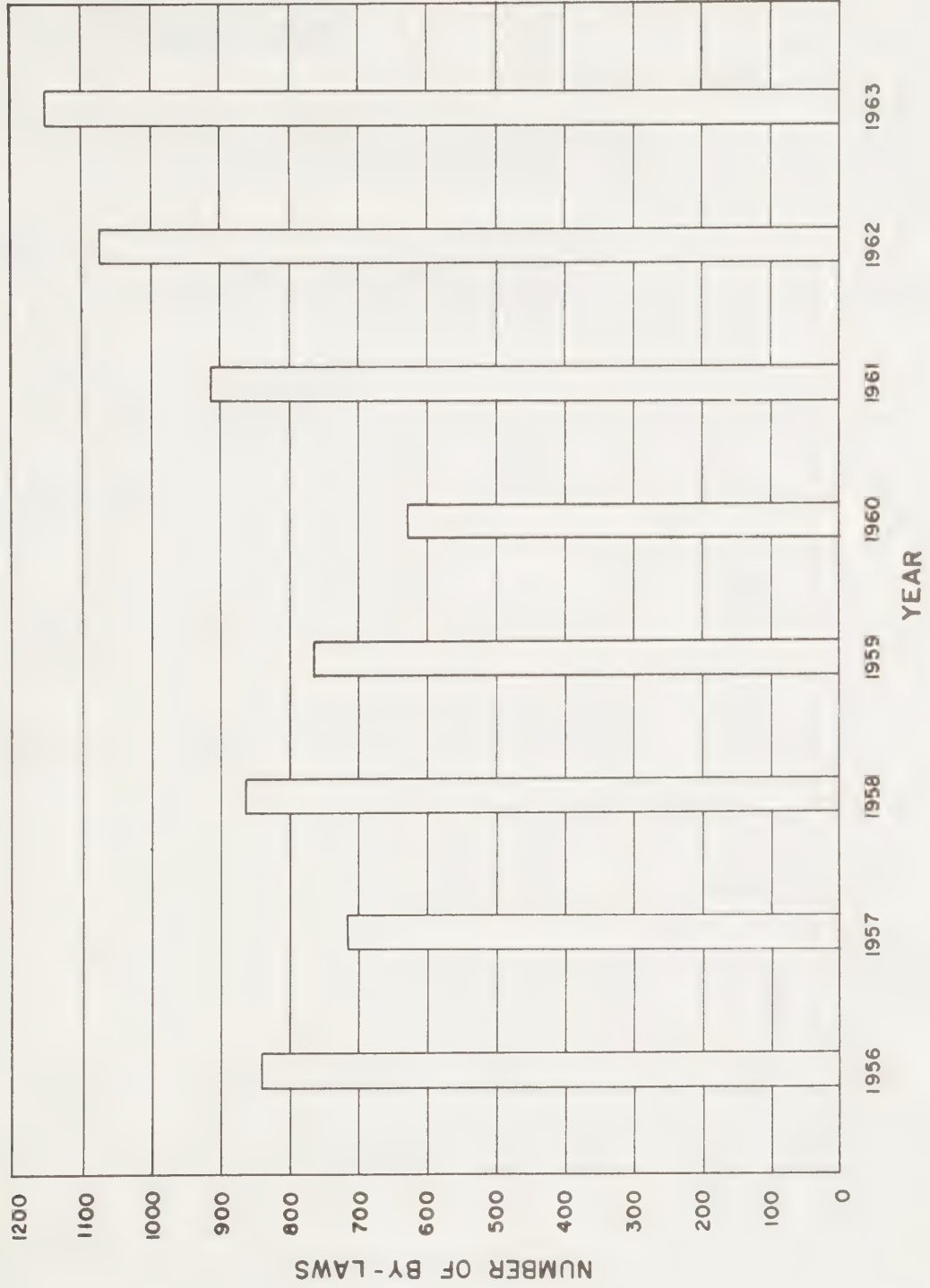
The Branch also reviews and comments (on request) to planning boards, municipal councils, and planning consultants on draft by-laws



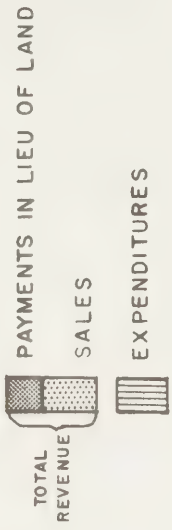
and amendments before they are enacted by the municipal council. In 1963, 37 such by-laws and amendments were reviewed, more than twice the number reviewed in 1962.

These figures give some indication of the increasing awareness on the part of municipalities of the value of zoning by-laws as a constructive means of improving community development and avoiding substandard conditions. They also reflect the increasing volume of work the Branch is required to perform. They do not tell the whole story, however. Not only is there an increasing use of zoning by-laws by municipalities, but many municipalities that had previously had rudimentary and inadequate by-laws are now modernizing them to make them more effective and at the same time to delete provisions that impose unnecessary restrictions on private activities. These newer, better zoning by-laws are understandably more complex and this fact, coupled with the increasing number of by-laws submitted for review and comment, is exerting a considerable strain on the resources of the Branch. It is intended that the current redeployment of the staff assigned to official plans and zoning work will permit the Branch to cope with this increasing volume of work and to improve its advisory service with respect to zoning matters. While the zoning picture in Ontario is generally encouraging, it also has some disturbing elements. The records of the Branch are not necessarily accurate as to the number of municipalities with zoning by-laws -- there is no statutory responsibility for munici-

COMMENTS ON ZONING BY-LAWS  
BY THE  
COMMUNITY PLANNING BRANCH



# MUNICIPAL REVENUES AND EXPENDITURES UNDER THE FIVE-PERCENT PROVISIONS OF SECTION 28 OF THE PLANNING ACT



palties to advise the Branch of the zoning by-laws they have in force -- but over the years as much information as possible about zoning activities in the Province has been collected. This information indicates that all of the cities in Ontario have one or more zoning by-laws in force but only 60% of the 157 towns, 27% of the villages, 35% of the townships, and 32% of the improvement districts in the Province have such by-laws. Some municipalities are preparing their first by-laws now and it is understandable that others will be experiencing static conditions at the present time, thus obscuring the need to prepare for periods of change in the future, but the substantial number of municipalities without zoning protection is a matter for serious concern.

(e) Committees of Adjustment

There were 112 committees of adjustment operating in Ontario municipalities at the end of 1963, and increase of 18 during the year. It is the function of these agencies to consider applications for minor variances from the provisions of zoning by-laws, in the interest of introducing a desirable degree of flexibility in the application of such by-laws.

The Community Planning Branch review all decisions of all committees of adjustment and, where deemed appropriate, recommends that the Minister appeal to the Municipal Board against individual decisions. In 1963, 3186 decisions were reviewed, up 13% over the 1962



figure of 2808. The Minister found it necessary to appeal to the Municipal Board against only 9 of these -- less than 0.3% of the total reviewed. The original applicants to the committee of adjustment appealed against 68 decisions during the year, and a further 63 decisions were appealed by others, the total number of appeals was thus 140, which represents 4.4% of the decisions handed down during the year. This is proportionately slightly less than the 4.6% appealed in 1962.

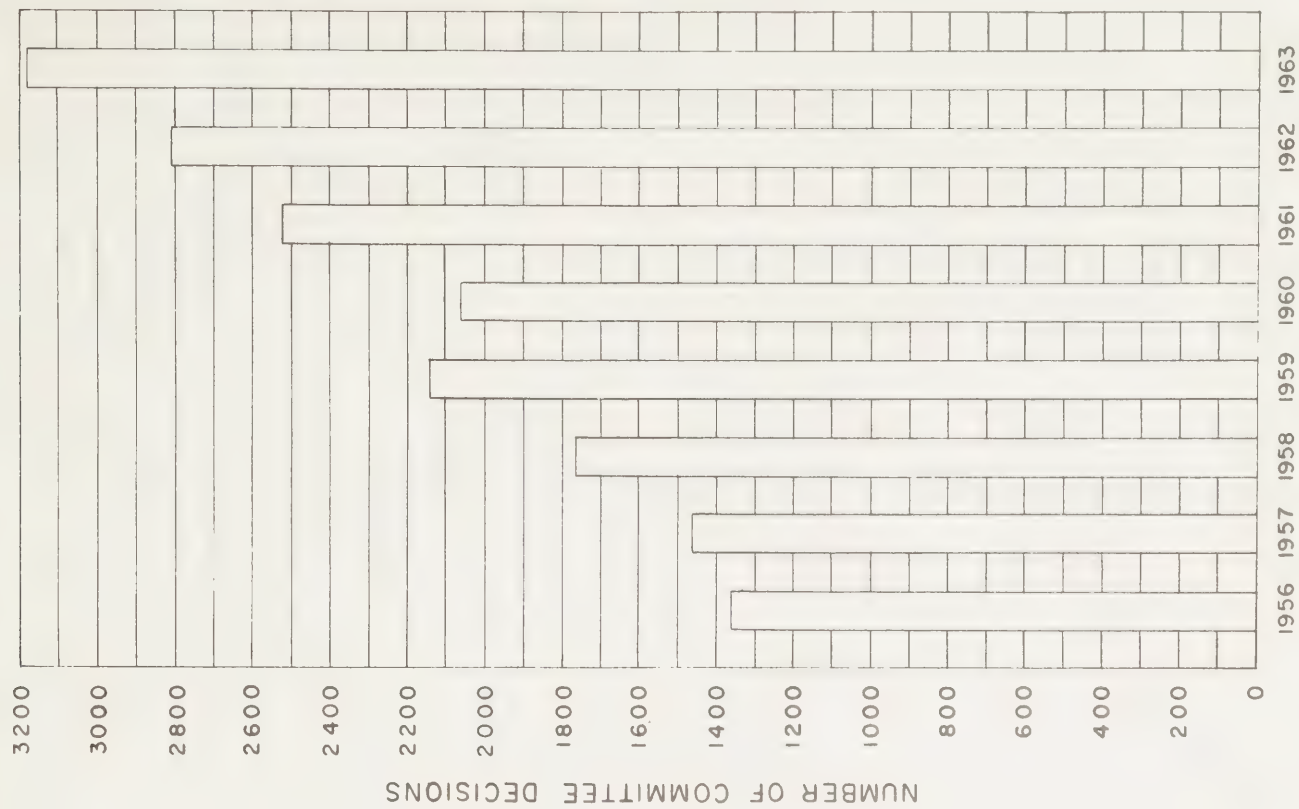
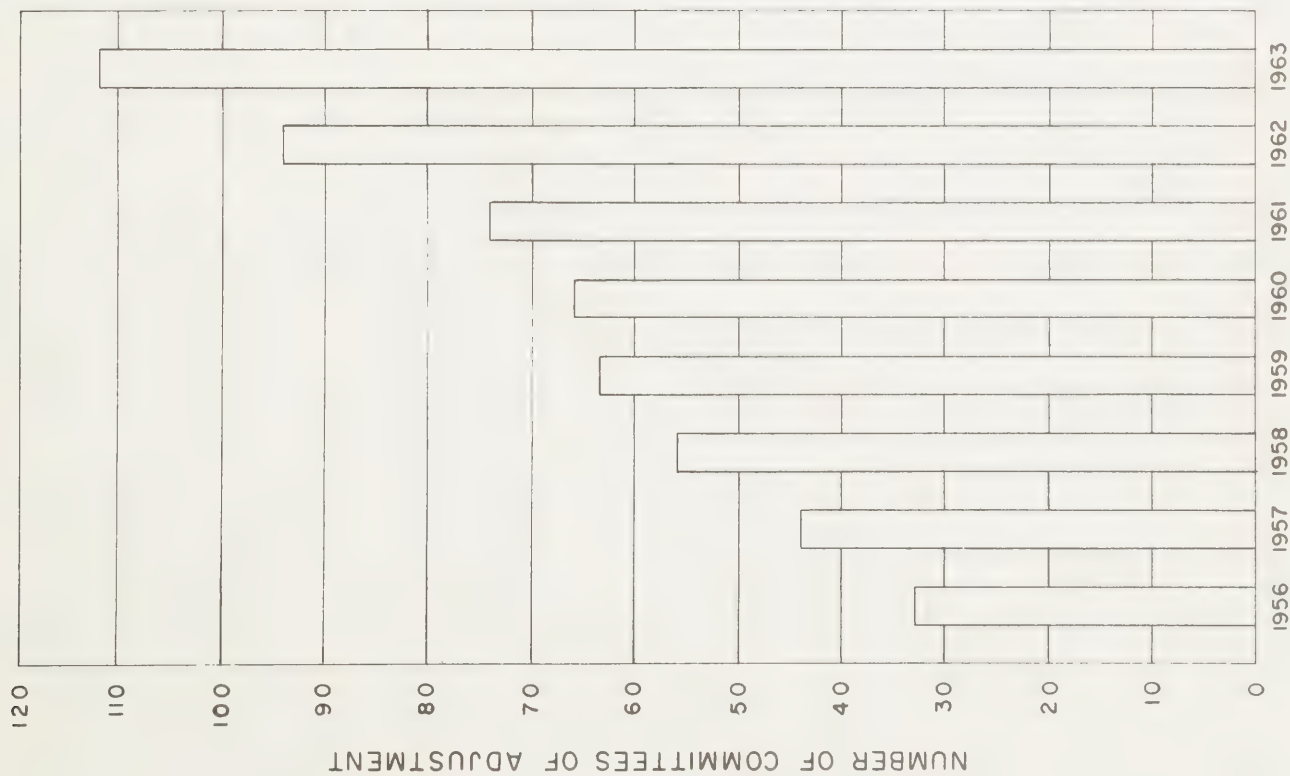
(f) Urban Renewal

In 1963, the Minister approved two municipalities -- Trenton and Metropolitan Toronto -- entering into agreements whereby they would receive grants from Central Mortgage and Housing Corporation to assist in financing urban renewal studies. Studies previously commenced proceeded during the year in Ottawa, Sudbury, Niagara Falls, the Lakehead, and Cornwall. The first three of these are nearing completion. While the Provincial Government does not provide financial assistance in carrying out studies of this kind, the Branch is represented on liaison committees which provide guidance in connection with each.

Four municipalities designated redevelopment areas with the Minister's approval in 1963 -- Peterborough, Ottawa, Midland, and the City of London. Also, the redevelopment area previously designated by the City of Toronto on the south side of Queen Street, opposite the site of the new city hall, was increased in area during 1963.



# COMMITTEES OF ADJUSTMENT





The Minister approved the acquisition by the municipality of land in redevelopment areas in Peterborough, Ottawa, and Midland during 1963. At the end of the year, approval in principle had been given to a Provincial grant towards the acquisition and clearance of land in redevelopment areas in Ottawa and Midland and in the Cities of Hamilton, Kingston, and Toronto. Other redevelopment projects in respect of which the Province is making grants are located in the Cities of Sarnia, Windsor, Hamilton, and Toronto.

Details of provincial financial contributions to current redevelopment projects are as follows:

	1963 Calendar Yr.	Total Since Commencement including 1963
Toronto "Moss Park"	\$230,058.69 cr.	\$964,981.00
Windsor "Stage I"	10,292.80	390,230.27
Windsor "Stage II"	44,550.03	213,228.02
Sarnia "Bluewater"	336,658.55	842,741.30
Hamilton "Van Wagner's Beach"	<u>286,811.24</u>	<u>286,811.24</u>
	\$448,253.93	\$2,697,991.83

The Toronto "Moss Park" credit noted above is due to recoveries from the sale of part of the cleared site for Limited Dividend Housing Project and for an Armoury. The Windsor "Stage II" expenditures have been reduced by a recovery of \$66,983.11 resulting from sale of part of the cleared site for the construction of a county court building.

(g) Minister's Orders

Under Section 27 of The Planning Act, the Minister may by Order establish zoning regulations on areas of subdivision control where a municipal council has not exercised its powers in this regard. In 1963, the Minister made four such Orders imposing subdivision control over the following areas:

<u>Date of Order</u>	<u>Ontario Reg. No.</u>	<u>Area Covered</u>
July 2, 1963	186/63	Geographic Township of Commanda
July 2, 1963	185/63	Geographic Townships of O'Brien, Owens, Teetzel and Williamson
Oct. 24, 1963	291/63	Geographic Townships of Casgrain, Hanlan, Kendall and Way.
Nov. 12, 1963	307/63	Improvement District of White River.

2. Stimulation of Sound Community Planning Practices.

The Branch programme of stimulating community planning takes a number of forms. One aspect is represented by conferences, workshops, lectures and publications sponsored directly by the Branch, or in conjunction with other agencies oriented to the planning field (Town Planning Institute of Canada, Community Planning Association of Canada, Stratford Civic Design Group) in which case

the Branch representatives act as resource persons and speakers. The second aspect of the programme is represented by the numerous day-to-day associations which take place between representatives of the Branch and Municipal councils, planning boards, land developers, planning consultants and private persons in the course of dealing with the preparation of a particular planning document (official plan, subdivision control by-law, zoning by-law, etc.) or a specific application before the Minister for approval.

In these associations every effort is made to instil in the parties involved not only the correct procedures to be followed but also the necessity of assuring the inclusion of sound community planning principles in the action being taken. No cumulative record has been kept of the number of individual contacts made in this manner but a reasoned estimate would place the number of face to face contacts, in our offices and in the field, at approximately 1,000. In regard to the latter form of contact it is pointed out that the intensity (and we hope, effectiveness) of these contacts with municipalities in northern Ontario has risen appreciably since the placement of District Planning Advisers in the Departmental offices at Sudbury and Port Arthur in the third quarter of 1963. It is our intention to place two more District Planning Advisers in the field, covering south-western and south-eastern Ontario, before the end of 1965. The specific timing will depend, in large measure, on our success in recruiting new staff during this period.



A major step forward was taken in 1963 with the appointment to the Extension and Field Services Division of the person experienced in publications whose responsibilities include the production of Branch publications, including Ontario Planning, and the arrangement of Branch conferences and workshops. This step will, we believe, permit the establishment of a much more effective programme of publications than we have had hitherto.

An analysis of the type of contact made would indicate that in 1963 a much greater than average percentage of municipal contacts were with rural and county councils. The reasons for these associations vary widely but in many cases the interest in planning has emerged as a result of increasing urban and summer resort pressures on the rural environment with resultant serious physical and economic consequences; the fear of rural municipalities of successful annexation bids based upon their apparent inability to manage urban-type growth; and the realization that a municipality which moves from a purely rural character in the direction of a rural non-farm community also moves from a purely rural council to one representative of the new interests - council representatives who often have quite different attitudes towards local government, than the original members of council.

#### (a) Conferences

Two major conferences were sponsored by the Branch in 1963: a Planning Consultants' Conference in November attended by represent-

atives of 25 firms providing planning consulting services to Ontario municipalities, and a two-day Ontario Planning Staff Conference in December attended by planning staff from 30 Ontario municipalities. The Ontario Planning staff conference (the 8th sponsored by the Branch) and, to a degree, the Consultants Conference (the 2nd) are designed to provide the Branch with the opportunity to assess the appropriateness of Branch policies on the basis of experience gained by these staff persons working at the local level; to explain the reasons for these policies; and to provide a forum for the discussion of emerging problems and solutions.

No Branch workshops were held in 1963. This was due to staff shortage and not to the failure of workshops held regularly in previous years. We have found these workshops of extreme value in communications with local councils and planning boards. Workshops will be held in 1964 - two are already scheduled for the first quarter. It would appear from discussions with other Branches of the Department that excellent value could be secured by the holding of several multiple Branch workshops in the field in 1964.

Staff of the Branch were involved as speakers and resource persons, and in the organization of a large number of planning and associated conferences during the year. Among these conferences we would mention that of the Georgian Bay Development Association; Community Planning Association of Canada, Muskoka District Council, Association of Ontario Counties, Association of Rural Municipalities, Ontario

Municipal Association, Department of Education Conference on School Design, Ontario Building Officials, National Association of Housing and Redevelopment Officials, Association of Ontario Housing Authorities Stratford Civic Design, Ontario Land Surveyors, Air Pollution and Ontario Federation of Agriculture.

Arrangements have been made for a series of conferences with representatives of the Urban Development Institute in 1964. These meetings are proposed for the purpose of permitting representatives of the Branch and of the Institute which represents a large segment of the land development industry in Ontario, to understand one another's positions, resulting, it is our hope, in advantages accruing to both parties.

(b) Publications

Four issues of our Branch publication "Ontario Planning" were produced in 1963. This is the 10th year of publication. "Ontario Planning" has throughout this period continued to be in demand not only by planning boards and councils for which it was primarily designed but also by a wide range of professional person, universities, libraries and private individuals. We have had numerous requests for permission to reproduce articles in the publication and its name is often seen in other planning publications, both in Canada and the United States. We have found that the back issues are very helpful as resource material for new planning boards and recent appointments to boards. There has been a brisk turnover of publications (Better Place to

Live, Urban Renewal Notes, Planning Surveys, Subdivision Approvals Manual, etc.) produced by the Branch in previous years. As mentioned earlier a person experienced in the field of publications has been appointed to the staff to act as Editor of Ontario Planning, edit all publications of the Branch, and assist in Branch conferences and workshops. This action is consistent with the reorganization of the Branch proposed in 1962 and designed, in part, to reinforce our extension programme.

There has been some criticism directed at the Branch to the effect that the amount of material on planning made available to new members of planning boards is inadequate. Over the past few years a great deal of material has been directed to planning boards through Ontario Planning, bibliographies, publications on planning surveys, urban renewal notes, reproduction of relevant material prepared in other jurisdictions, mapping standards, subdivision procedural manuals, official plan formats, consolidations of planning legislation, etc. While there are gaps in the information passed to local boards it appears that the problem is not so much one of failure to pass information as it is one of difficulty on the part of many new members in finding material already passed to the board. We are examining this problem and hope to find a method, perhaps the production of a comprehensive publication which can be made available to all new boards and board members, that will overcome this situation.



### 3. Special Planning Studies

One of the main objectives sought in the Branch reorganization was the establishment of a strong research unit within the Branch which would (a) provide the operational sections and the Director of the Branch with background data as a basis for decisions on applications; (b) direct relevant information on population, economic trends, implications of various land development policies, etc., to local municipalities for use in their planning programmes and (c) conduct research into areas of darkness which inhibit the formulation of logical planning decisions. Such a research unit was formed (the Research and Special Studies Division) in 1963. While the head of this Division has not yet been appointed, a fact which has prevented the full effectiveness of the Division being realized, the Division has already conducted, and has embarked upon, a number of projects of significance. Among the more important the following may be mentioned:

(a) Regional studies of population and employment distributions, existing land use and potentialities, and the projection to 1985 of these characteristics as part of the data utilized by the Department of Highways in the production of regional highway plans. Studies of this nature were conducted in the Niagara Peninsula, Toronto-Hamilton-Oshawa area, and the London area in 1963. These studies are continuing with the prospect of several other regions being studied in 1964.



(b) Worked in conjunction with the Department of Economics and Development in the preparation of their Economic Survey of the Niagara Region.

(c) Continued our association with the Federal Department of Mines and Technical Surveys in collecting field data on land use, as a basis for the preparation of Federal map series at 1:50,000 scale.

(d) Studied physical and social characteristics of Kitchener-Waterloo and surrounding area as a basis for re-examination of planning organization presently existing in area.

(e) Initiated research, in conjunction with the Agricultural Rehabilitation and Development Act Directorate (A.R.D.A.) and the Town of Burlington, on implications of urban growth on the agricultural base of this community.

(f) Prepared subdivision statistics (number of lots, type, timing, location, etc.) covering a large number of municipalities and made them available to municipalities.

(g) Plotted municipal boundaries in conjunction with the Municipal Administration Branch of this Department on a programme established under the Municipal Corporations Quieting Orders Act - preparing graphic plans of 175 municipalities.

During the year representatives of the Branch had the opportunity of working jointly with other Branches of this Department on a number of special projects including examination of a number of northern communities, in an attempt to resolve serious development

problems. The most prominent of these joint projects was that in relating to Brunetville, a large Settlement lying unorganized territory, adjacent to Kapuskasing. The first phase of this long term project, the securing of municipal reorganization of the Kapuskasing area, has now been completed with the new expanded Town of Kapuskasing coming into existence on January 1, 1964. The second phase, the formulation of physical and financial plans for rehabilitation of Brunetville, will be pursued in 1964 and 1965. This project has been a most satisfactory illustration of interdepartmental and intergovernment co-operation.

Representatives of the Branch have also served on a number of major committees of both a professional and government nature including the Metro Toronto and Region Transportation Study, Agricultural Rehabilitation and Development Directorate, Conservation Advisory Committee, Administrative Subcommittee on Townsites, Royal Architectural Institute of Canada Zoning Committee, a number of local Urban Renewal Committees, Hull-Ottawa Transportation Study Committee and other committees.

In closing we would express our appreciation of the co-operation we have received in 1963 from other Branches of this Department, other Departments of the Province, local municipalities and planning boards without whose assistance our task would be made much more difficult. We hope that the assistance we have tendered to these agencies has proved to be of as much value to them as their assistance has been to us.

FEDERAL-PROVINCIAL CENTENNIAL GRANTS PROGRAMME



## FEDERAL-PROVINCIAL CENTENNIAL GRANTS PROGRAMME

The Governments of Canada and Ontario have executed an agreement relating to the observance in 1967 of Canada's Centennial of Confederation. Ontario will co-operate with Ottawa in encouraging municipalities to carry out local centennial projects of a lasting nature in accordance with The Confederation Centennial Act, 1962-63 and Ontario Regulation 322/63.

The Minister of Municipal Affairs has been assigned to administer the Act and Regulation.

The Centennial Advisory Committee made up of an inter-departmental group of civil servants assists the Cabinet Centennial Committee in considering applications for assistance under the Federal-Provincial Centennial Grants Programme.

The executive assistant to the deputy minister of this department is the secretary of the advisory committee. He also participated in the deliberations prior to the execution of the centennial grants agreement and assisted in the preparation of the memorandum outlining the programme and the application form to be used by municipalities.

Applications will be processed through the secretary of the advisory committee. Other members of this committee come from the Treasury Department and the Departments of Education and Travel and Publicity. Under the programme, assistance to municipalities for approved projects is provided equally by the Governments of Ontario and Canada in an amount equal to the lesser of two-thirds of the agreed estimated



cost of a project subject to a limitation of \$2 per capita for each municipality.

THE LAW BRANCH



## THE LAW BRANCH

Since its establishment in 1960 THE LAW BRANCH has continued to increase its area of functions and responsibilities, although its primary function is still the preparation of departmental legislation, and the provision of advice and legal opinions on points of law. During 1963 the programme of legislation was carried out under the direct supervision of the Deputy Minister. This included the consideration of suggestions for legislation from within the branch, as well as various other sources....the presentation of selected material for the Deputy Minister's approval, and, after approval, the drafting of proposed legislation and compiling of material in appropriate form for Cabinet presentation. This was followed by the revision of draft legislation in conjunction with the Legislative Counsel, for the introduction to the Legislature. A number of private bills presented during the year were scrutinized by the Branch for their legality, and for submission to other branches to determine the Department's position in respect to them and their subsequent attendance, along with the Department's views at the Private Bills Committee. The Law Branch and the Deputy Minister attended meetings of the Municipal Law committee in regards to statute amendments and other suggested amendments which may be under the administration of this department.

Throughout the year general legal services are provided by the Branch to all other branches in the Department, as well as to municipalities through their elected or appointed officials, without encroachment on the field of solicitors already practising in these municipalities, with whom this branch is always anxious to co-operate.

The members of the Branch are always available for consultation with municipal representatives, including municipal solicitors, as well as many individuals who wish to discuss problems involving their municipality.

It works closely in conjunction with the Community Planning Board in the preparation of agreements with Federal and Provincial authorities and Municipalities on redevelopment studies and urban renewal projects. This involves the preparation of the Minister's orders, drafting of by-laws, advising on legal aspects of subdivisions, official plans, subdivision control, zoning, the committee of adjustment applications, advising on building by-laws, and applications for building permits.

During the past year representatives of this Branch have made presentations at various hearings of the Ontario Municipal Board regarding alterations of municipal boundaries, equalization appeals, and subdivision plan approvals. The Branch prepared or assisted in preparing many brochures, memoranda, instructions and informative material for distribution to municipalities and local boards to assist them in municipal administration.

Petitions presented to the Lieutenant Governor in Council regarding Municipal Board decisions have been reported and order in council recommendations prepared after consultation by the Branch with numerous other interested branches, departments, agencies and persons.

In order to keep municipalities up to date on current legislature this branch prepares a summary of all Legislation affecting municipalities plus a list of all public acts passed and a directory of the department which is distributed within a few days after passing.



Branch representatives have been present at many conferences of municipal officials to read papers or speak on matters which affect their municipalities. These included the Municipal Clerk's and Finance Officers' Association of Ontario, The Institute of Public Administration of Canada, the Town and Village Section of the Ontario Municipal Association and Associations of County Clerks and Treasurers. And it is believed that by so doing provincial-municipal relations have definitely been improved.



ACCOUNTS BRANCH



## ACCOUNTS BRANCH

The Accounts Branch is directly responsible to the Deputy Minister and has the following functional responsibilities:

1. Receiving, recording and accounting for revenue or paying, recording and accounting for expenditures and disbursements, of the Department and of the Ontario Municipal Board.
2. Estimates of revenue and expenditures of the Department and the Ontario Municipal Board.
3. Payrolls, general Department accounting, and maintenance of books of record.
4. Departmental cost accounting.
5. Administration of an imprest fund for advances to employees for travelling, etc.
6. Periodic financial statements relative to Department business.
7. Processing grants, subsidies, payments in lieu of certain municipal taxes, and municipal taxes on Crown property, etc.
8. Audit of grants, subsidies and payments to municipalities.
9. Determining, or assisting in determining, methods and procedures relative to the above.
10. Other duties as assigned by the Deputy Minister.

After the Department's reorganization, in 1962, the Accounts Branch has stressed internal check, with respect to receipts and payments, as well as the verification of claims regarding grants and subsidies whether these are paid solely by the Province or handled on a Federal-Provincial-Municipal cost sharing basis.



The principal items of grants and subsidies covered during 1963 were:

Redevelopment Grants.

Payments in lieu of certain municipal taxes.

Payments to "Mining Municipalities".

Payments under The Drainage Act, 1962-63.

Payments under The Municipal Unconditional Grants Act.

Payments under Municipal Winter Works Incentive Program.

Grant re The Fathers of Confederation Memorial Citizens Foundation.

Payments under The Fire Departments Act.

Payments under The Police Act.

#### REDEVELOPMENT GRANTS:

Particulars of redevelopment areas are fully covered in the Community Planning Branch report.

Claims from eligible municipalities were subject to post-audit, carried out by our Municipal Accounting Branch.

Payments in 1963 calendar year were \$735,039.00 as against \$903,295.00 in 1962.

#### PAYMENTS IN LIEU OF CERTAIN MUNICIPAL TAXES:

Part 1 Under The Municipal Tax Assistance Act payments were made to municipalities for about 5,700 Crown-owned and Crown-occupied properties, at the same amount which would have been paid at the general tax rate, excluding levies for school purposes.

Part 2 Under Section 34 of The Assessment Act this Department has paid amounts in lieu of taxes for Crown-owned, tenant-occupied, properties for all Departments of the Province since January 1, 1962. In 1963 Accounts Branch paid about 2,000 bills under Section 34. Assessments under The Drainage Act and Local Improvement charges have been, wherever possible, commuted.

Payments 1962 calendar year = \$1,455,000

Payments 1963 calendar year = \$2,024,000

PAYMENTS TO "MINING MUNICIPALITIES."

Calculations of amounts deemed to be payable to designated municipalities are checked and confirmed by Accounts Branch prior to payment.

Payments for 1962 = \$5,505,941

Payments for 1963 = \$5,909,463

PAYMENTS UNDER THE DRAINAGE ACT, 1962-63.

Effective June 1, 1963 funds were provided so that payments could be made to assist the draining of agricultural lands under the above Act.

The staff of three persons performing the administrative and field inspection work of this function was transferred to the Accounts Branch of the Department and have processed grants for the benefit of agricultural lands in many areas of the Province. A total of 289 grants for an amount of \$361,258.00 has been paid to 96 municipalities from June 1 - December 31, 1963.

## PAYMENTS UNDER THE MUNICIPAL UNCONDITIONAL GRANTS ACT.

Part 1 Per capita grants are paid to each municipality in Ontario on a graduated scale, dependent upon population determined as required by the Act.

An important phase of the Branch's field work is confirming submissions indicating a change sufficient to affect the amount of the per capita grant.

Out of a total of 978 municipalities 70 were visited to spot-check populations for this purpose in 1963. Increased grants were paid in 62 of these, but after full review, the claims of the remaining municipalities were not considered to be justified.

Payments - per capita grant - 1962 = \$24,298,430.15

Payments - per capita grant - 1963 = \$24,475,974.67

Part 2 Amendments to The Municipal Unconditional Grants Act have been made for several years, providing for further assistance to eligible municipalities to help pay the major part of the costs of hospitalization and, in 1963, the major part of premiums for Ontario Hospital Services Commission fees respecting indigents.

Claims made by the municipalities are subjected to internal audit and confirmations by correspondence with the hospitals and/or the Commission. When necessary, visits are made to the municipalities for further confirmations or settlements.

Statutory payments re indigents 1962 = \$735,642.21

Statutory payments re indigents 1963 = \$1,357,671.43

PAYMENTS UNDER THE MUNICIPAL WINTER WORKS INCENTIVE PROGRAM.

The audit of payrolls and confirmations of eligible amounts is carried out, in part, by the staffs of this Department's Municipal Accounting Branch, the Department of Highways, the Department of Welfare, and the Provincial Auditor.

Total payments amount to:

\$5,565,649.23 in 1962

\$9,538,724.00 in 1963

GRANTS RE THE FATHERS OF CONFEDERATION MEMORIAL CITIZENS FOUNDATION.

Monthly amounts are paid, subject to progress reports, based on a per capita assessment of fifteen cents for Ontario's population as the Provinces' contribution to the memorial in Charlottetown, New Brunswick. The first contributions was scheduled for November, 1962, and the amount paid by Ontario in 1963 was \$637,371.00.

PAYMENTS UNDER THE FIRE DEPARTMENTS ACT.

PAYMENTS UNDER THE POLICE ACT.

These are payments of a certain portion of pension plan contribution, etc., to assist in maintaining fire and police protection in Ontario municipalities.

Field audits as well as basic office work are required for both types of payments.

Amounts paid: -	<u>1962</u>	<u>1963</u>
The Police Act	\$276,836.50	\$286,089.51
The Fire Departments Act	197,079.12	149,862.65

As shown, the two sections of this branch were designed to permit expansion of activities.

ACCOUNTS BRANCH

Chief Accountant - Comptroller

GENERAL ACCOUNTING

Staff of four persons  
dealing with:

ESTIMATES AND BUDGETS

PAY ROLLS

BILLS, REQUISITIONS

BANK RECONCILIATION

MISCELLANEOUS ACCOUNTING

GRANTS AND SUBSIDIES

Staff of seven administering  
and processing payments as outlined for:

UNCONDITIONAL PER CAPITA GRANT

MINING MUNICIPALITIES

WINTER WORKS INCENTIVE PROGRAM

CONFEDERATION MEMORIAL FOUNDATION

THE DRAINAGE ACT, 1962-63

REDEVELOPMENT GRANTS

IN LIEU OF TAXES

THE FIRE DEPARTMENTS ACT

THE POLICE ACT

With the new method of paying taxes on all Provincial Government properties, and payments under The Drainage Act, 1962-63, activities have expanded and, it is anticipated, further expansion will occur when payments relating to Canada's Centennial and payments under The Municipal Works Assistance Act, 1963, are processed.

Meetings have been held with Federal authorities to discuss ways and means, regulations, processing, etc. with regard to the



Centennial projects to be undertaken this year and many enquiries are already on file.

#### THE DRAINAGE ACT

The Drainage Act 1962-63 came into force on June 1, 1963 repealing The Municipal Drainage Act, The Municipal Drainage Aid Act, The Ditches and Watercourses Act, The Interprovincial Drainage Act, and The Provincial Aid to Drainage Act.

The payment of the grants provided by this Act is the responsibility of this Department since June 1, 1963. Subject to the requirements of the Act, the grants amount to 33 1/3 per cent of the cost of a drain in an organized municipality in a county and 66 2/3 per cent grant in an organized municipality in a district or provisional county. In unorganized territory in a district the Department may pay up to 80 per cent of the cost of a drain.

Two hundred and eighty-nine (289) grants totalling \$361,257.52 have been paid to 96 municipalities from June 1, 1963 to December 31, 1963.



OPERATIONS BRANCH



## OPERATIONS BRANCH

In the reorganization of the Department the Operations Branch was established on February 1st, 1963 and is composed of the following sections: (1) Personnel; (2) Services and Supplies; (3) Files; (4) Library.

### (1) Personnel Section

The Personnel Section at the beginning of the year completed the reorganization process of the Department started in the previous year. As a result of the reorganization and an increase in complement, old positions were re-defined and new positions established. This necessitated the preparation of new position specifications, their review and evaluation prior to submission to the Department of Civil Service for rating. Further, assistance was given those Branch Heads concerned with the preparation and finalization of new classification specifications covering positions of Community Planners, Organization and Administration Supervisors and Assessment Supervisors for purposes of pay research which resulted in a salary revision for the majority of employees in these positions.

Vacancies, wherever possible, were filled by promotions from within the Department and where this was not possible recruitment was undertaken through the Recruitment Branch of the Department of Civil Service. As many of the vacant positions were of a professional or specialized nature and as qualified candidates were unavailable, not all vacancies were filled.



This Section maintains personnel and attendance records for the Department as well as for the Ontario Municipal Board; processes promotions, salary increases and transfers.

In the coming year the staff of the Personnel Section will be expanded to include a job analyst to assist in the maintenance of organization charts and staff inventory, the preparation of position specifications and the carrying out of position audits and the maintenance of personnel records. This should provide for a more efficient and higher standard of position administration.

Lectures and interviews will be continued by representatives of the Department in conjunction with representatives of the Department of Civil Service at various universities in the Province for the express purpose of outlining the positions and opportunities available in the Department to interested students, in the hope that some of these students will apply for employment on graduation.

## (2) Services and Supplies Section

This Section was established in order to co-ordinate and centralize all services required by the Department. It is charged with the procurement of services and supplies for the Department, including the seven Regional Offices throughout the Province. It covers all purchasing and the related duties. A new system of requisitioning supplies was introduced and is proving very satisfactory.

During 1963 there were some 787 requisitions for supplies

and services out of which were issued 379 direct Purchase Orders, 140 Queen's Printer Stationery Orders, 52 Queen's Printer Printing Orders and 65 Department of Public Works Orders.

The following functions are performed by this Section:

- Receiving and recording all requisitions for the whole Department; deciding as to what can be supplied from stock and what has to be ordered;
- Calling of tenders and recommending same to Deputy Minister;
- Preparing Department, Queen's Printer and Department of Public Works Orders and expediting same;
- Maintaining an accurate inventory control;
- Controlling of Department vehicles; allocating and maintaining same;
- Providing advice and preparing draft lay-outs for office and other space accommodation;
- Liaison with Department of Public Works for accommodation, telephones, inter-coms, lighting, moving and other requirements.

Mail and messenger service comes under the control of this Section. The activity of this subsection has increased during the period in question due to the reorganization and expansion of the Department. This activity necessitated additional staff to cope with the incoming and outgoing mail, as well as extra messenger service to the Parliament Buildings and other areas in the city.

The stock distributing and collating subsection is responsible for receipt of stock, housing and distributing of all stationery supplies to the Department, as well as to the Regional Offices, and the collating, stapling and distribution of bulletins, technical reports, etc.

(3) Files

Due to the reorganization it was found necessary to re-locate the general files of the Department and to transfer the general files of the Community Planning Branch to this Branch. This permitted the use of a more central location as well as creating a more compact unit. In combining these units it was necessary to revise the filing system. A survey was made and in order to conserve valuable floor space a lateral type of cabinet was installed. This installation saved approximately 500 sq. ft. of floor space. At present the Organization and Methods Branch of the Department of Treasury is conducting a survey of all the Department's files and it is anticipated that a report will be received during the year 1964.

(4) Department Library

The Library is an information centre serving primarily the Department staff and other government officials, and secondly serving the municipal officials in Ontario and selected persons including consultants in the municipal field. The library is also open to the public during office hours and in addition answers numerous telephone calls for information.

In 1963, the Main Library of the Department amalgamated

with the Community Planning Branch library. This combined library now contains approximately 8,000 books, reports or pamphlets; 1,700 maps; vertical files of newspaper and periodical clippings; and historical records and incorporation files for the municipalities of Ontario.

The library subscribes to 45 periodicals each year and receives an additional 93 complimentary ones; it holds 12 memberships in professional associations in the field of assessment, accounting, law, history and planning. The library purchases approximately 200 books each year and receives an additional 500 books, reports, or pamphlets without charge. The library subscribes to 14 newspapers and along with press clipping service supplied by the Ontario Government, the Department receives good coverage of current events in the field of municipal government, finance and planning.

The library keeps various indexes and records on the following: -

Card index and list of Ontario Municipal Board orders (decisions, reports) dealing with any change in municipal boundaries or change in status - by municipality.

- Index of Ontario Municipal Board orders related to assessment, debentures and expropriations of land.

- Private bills index kept from 1867 - by municipality and by subject.

- Regulations published in the Ontario Gazette detached and bound in numerical order annually.

Electoral Districts of Ontario

The librarian has been consulted by members of the staff of the Toronto Public Library with reference to the material to be included within the proposed Municipal Reference Library. The City of London Planning Board has consulted us on the organization and classification of their technical material on planning. The Library has received numerous calls from planning boards and planning consultants in the Toronto area about the selection and acquisition of books for their libraries.

The library issues a Library Bulletin which contains such information as recent acquisitions to the library, a summary of Ontario Municipal Board appointments for hearings, decisions and orders with reference to changes in municipal status or boundaries, notices of meetings, etc.



Department of Municipal Affairs  
CLASSIFICATION OF THE MUNICIPALITIES  
OF ONTARIO

<u>CLASSIFICATION</u>	<u>Metropolitan Toronto Area</u> ★	<u>Counties</u>	<u>Districts</u>	<u>Total</u> ★
Cities.....	1	26	5	32
Separated Towns	-	7	-	7
Towns.....	4	100	47	151
Villages.....	3	143	11	157
Townships.....	5	420	149	574
	<hr/>	<hr/>	<hr/>	<hr/>
	13	696	212	921
Improvement Districts.....	-	1	17	18
	<hr/>	<hr/>	<hr/>	<hr/>
	13	697	229	939
	<hr/>	<hr/>	<hr/>	<hr/>
Counties - Administrative.....				38
Metropolitan Toronto.....				1
Total incorporated municipalities				<hr/>
				978

★ The municipalities comprising Metropolitan Toronto Area are, for municipal purposes, separated from the County.

The following changes are included in above.

New incorporations and changes in municipal status.

Effective 1963

Barclay, pt. unorganized Township of Zealand, erected  
into an Improvement District.....July 1, 1963  
Beamsville, former Village, erected into a Town.....Jan. 1, 1963  
Eastview, former Town, erected into a City.....Jan. 1, 1963  
Kemptonville, former Village, erected into a Town.....Jan. 1, 1963  
Plantagenet, former Police Village, erected  
into a Village.....Jan. 1, 1963

Dissolutions

Stamford, Township, annexed to the City of  
Niagara Falls.....Jan. 1, 1963  
Hawkesville, former Police Village dissolved.....Nov. 13, 1963

Effective 1964

Longlac, former Improvement District, erected into a  
Township.....Jan. 1, 1964

Dissolutions

Val Albert, Improvement District - annexed to  
Town of Kapuskasing.....Jan. 1, 1964

CHANGES IN MUNICIPAL STATUS, JANUARY 1, 1963 to JAN. 1, 1964

ERECTIONS & INCORPORATIONS

CITY

- Eastview,  
City of
- Erected former town into a city, to be known as "The Corporation of the City of Eastview".
- Authority - O.M.B. Order dated October 5, 1962 on file number P.F.N. 2405-61 effective January 1, 1963.

TOWNS

- Beamsville,  
Town of
- Erected former village into a town, to be known as "The Corporation of the Town of Beamsville".
- Authority - O.M.B. Order dated December 28, 1962 on file number P.F.N. 4265-62 effective January 1, 1963

- Kemptonville,  
Town of
- Erected former village into a town, to be known as "The Corporation of the Town of Kemptonville".
- Authority O.M.B. Order dated November 28, 1962 on file number PFN 4323-62 effective January 1, 1963.

VILLAGE

- Plantagenet,  
Village of
- Incorporated the inhabitants of the former police village into a village to be known as "The Corporation of the Village of Plantagenet".
- Authority - O.M.B. Order dated February 14, 1962 on file number P.F.N. 2361-61 effective January 1, 1963  
Order amended by O.M.B. dated November 6, 1963.

## TOWNSHIP

Longlac,  
Township of

- Erected former improvement district into a township to be known as "The Corporation of the Township of Longlac".

Authority - O.M.B. Order dated April 4, 1963  
on file number P.F.N. 4811-63  
effective January 1, 1964

## IMPROVEMENT DISTRICT

Barclay,  
Improvement  
District of

- Incorporated the inhabitants of part of the Township of Zealand

Authority O.M.B. Order dated March 5, 1963  
on file P.F.N. 3905-62  
effective July 1, 1963

## DISSOLUTIONS

Atikokan  
Township of

- Dissolution of the northerly part of Atikokan Township - and declaring the land so detached to become territory without municipal organization.

Authority O.M.B. Order dated December 2, 1963  
on file number P.F.N. 5635-63  
effective January 1, 1964

Hawkesville,  
Police Village

- Dissolution of the Police Village of Hawkesville

Authority O.M.B. Order dated November 13, 1963 on file number P.F.N. 5978-63  
effective November 13, 1963

Stamford,  
Township of

- Dissolution of the Township of Stamford. Annexed the Township of Stamford to the City of Niagara Falls

Authority O.M.B. Order dated October 16, 1962  
on file number P.F.N. 1210-61 Part 11  
effective January 1, 1963

# Val. Albert

Improvement District - Dissolution of the Improvement District of Val Albert (the whole of the Improvement District of Val Albert annexed to the Town of Kapuskasing)

Authority O.M.B. Order dated December 5, 1963 on file number P.F.N. 5511-63 and N 3641-62 effective January 1, 1964

## AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL BOUNDARIES ISSUED DURING YEARS ENDING DECEMBER 31, 1962 AND DECEMBER 31, 1963

<u>MUNICIPALITY</u>	<u>COUNTY OR DISTRICT</u>	<u>AREA AND EFFECTIVE DATE</u>
Beamsville, Town of	Lincoln	Annexation of part of the Township of Clinton O.M.B. Order dated December 28, 1962 on file number P.F.N. 4265-62 effective January 1, 1963
Blenheim, Town of	Kent	Annexation of part of the Township of Harwich O.M.B. Order dated August 27, 1962 on file number P.F.N. 2816-61 effective January 1, 1963
Cannington, Village of	Ontario	Annexation of part of the Township of Brock O.M.B. Order dated March 10, 1963 on file number P.F.N. 5397-63 effective January 1, 1964
Fauquier, Township of	Cochrane	Annexation of part of the geographic Township of Nansen, O.M.B. Order dated July 11, 1962 on file number P.F.N. 9183-59 effective January 1, 1963
Goderich, Town of	Huron	Annexation of part of the Township of Goderich O.M.B. Order dated September 5, 1963 on file number P.F.N. 5358-63 effective September 15, 1963 (re acquiring land for industrial site) effective January 1, 1964 (for all other purposes)



<u>MUNICIPALITY</u>	<u>COUNTY OR DISTRICT</u>	<u>AREA AND EFFECTIVE DATE</u>
Kapuskasing, Town of	Cochrane	Annexation of the Improvement District of Val. Albert and or parts of the geographic Township of O'Brien O.M.B. Order dated December 5, 1963 on file number P.F.N. 5511-62 and N 3641-62 effective January 1, 1964
Kingsville, Town of	Essex	Annexation of part of the Township of Gosfield, South O.M.B. Order dated May 30, 1963 on file number P.F.N. 4447-62 effective January 1, 1964
Kitchener, City of	Waterloo	Annexation of part of the Township of Waterloo. O.M.B. Order dated December 4, 1963 on file number P.F.N. 5870-63, effective January 1, 1964
Mount Forest, Town of	Wellington	Annexation of part of the Township of Egremont, O.M.B. Order dated December 24, 1963 on file P.F.N. 5388-63 effective January 1, 1964
Niagara Falls, City of	Welland	Annexation of the Township of Stamford O.M.B. Order dated October 16, 1962 on file number P.F.N. 1210-61 part 11 effective January 1, 1963
Paris, Town of	Brant	Annexation of parts of the Townships of South Dumfries, and Brantford O.M.B. Order dated May 23, 1963 on file number P.F.N. 3423-62 effective January 1, 1964
Peterborough, City of	Peterborough	Annexation of parts of the Townships of Smith, Otonabee, Douro and Monaghan, North, O.M.B. Order dated November 12, 1962, on file number P.F.N. 1481-61 effective January 1, 1963



<u>MUNICIPALITY</u>	<u>COUNTY OR DISTRICT</u>	<u>AREA AND EFFECTIVE DATE</u>
Peterborough, City of	Peterborough	Amending Order of November 12, 1962 O.M.B. Order dated February 13, 1963 on file number P.F.N. 1481-61 effective January 1, 1963
Port Colborne, Town of	Welland	Annexation of part of the Township of Humberstone O.M.B. Order dated June 25, 1963 on file number P.F.N. 2696-61 effective January 1, 1964
Port Hope, Town of	Northumberland & Durham	Annexation of part of the Township of Hope O.M.B. Order dated September 22, 1963 on file number P.F.N. 2573-61 effective January 1, 1963
Rayside, Township of	Sudbury	Annexation of part of the unorganized Township of Snider O.M.B. Order dated June 7, 1962 on file number P.F.N. 1839-61 effective January 1, 1963
Rockland, Town of	Prescott & Russell	Annexation of part of the Township of Clarence O.M.B. Order dated October 12, 1962 on file number P.F.N. 3239-62 effective January 1, 1963
Seaforth, Town	Huron	Annexation of part of the Township of McKillop O.M.B. Order dated December 16, 1963 on file number P.F.N. 4674-62 effective January 1, 1964
Simcoe, Town of	Norfolk	Annexation of part of the Township of Woodhouse O.M.B. Order dated August 26, 1963 on file number P.F.N. 3520-62 effective January 1, 1964
Simcoe, Town of	Norfolk	Amending Order of August 26, 1963 O.M.B. Order dated October 2, 1963 on file Number P.F.N. 3520-62 effective January 1, 1964

<u>MUNICIPALITY</u>	<u>COUNTY OR DISTRICT</u>	<u>AREA AND EFFECTIVE DATE</u>
Stouffville, Village of	York	Annexation of parts of the Townships of Whitchurch and Markham including road allowances between concessions, O.M.B. Order dated August 21, 1962 on file number P.F.N. 2574-61 effective January 1, 1963
Tilbury, Town of	Kent	Annexation of part of the Township of Tilbury, North O.M.B. Order dated March 21, 1962 on file number P.F.N. 2372-61 effective January 1, 1963
Trenton, Town of	Hastings	Annexation of parts of the Townships of Sidney and Murray O.M.B. Order dated February 4, 1963 on file number P.F.N. 3107-62 effective January 1, 1964
Woodstock, City of	Oxford	Annexation of parts of the Townships of Blandford, East Oxford, West Oxford, East Zorra O.M.B. Order dated July 22, 1963 on file number P.F.N. 3275-62 pt. 2 effective January 1, 1964

#### QUIETING ORDERS

Cobalt, Town of	To establish its proper area and boundaries O.M.B. File P.F.N. 2180-61, Feb. 20, 1962 Effective date February 20, 1962.
Burpee, Township of	Amending order of November 8th, 1956 (To include Lots 35, 36 and 37 in Concession 6, which were formerly part of the Obigewong Indian Reserve) Effective Date January 1, 1881 O.M.B. File P.F.M. 1393-53 August 26, 1963























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